

On Letterhead of the Company

Date:

PROMOTION & SALARY INCREMENT LETTER

Dear Mr./Ms.,

It gives us immense pleasure to see your steady growth and sincerity while serving {company short name} for last months/year/years.

Based on your consistent performance and dedication, you are promoted from {earlier designation} to {new designation}. We are also happy to inform you that your monthly CTC (Cost to the Company) is reviewed and fixed {earlier salary} to {new salary}.

The promotion and increment in salary will be w.e.f.

The allowances, incentives and other benefits of your employment will be as per Company policies as applicable from time to time. Further review or increment of salary shall be after the completion of months from the date of this increment/ your joining.

All other terms and conditions of your appointment letter/employment contract dated the, 2015 shall remain unchanged.

We all at {company short name} expect that you will continue to put in your best efforts towards the performance of your duties in future as well.

Wishing you a promising career with {company short name}.

Thanking You.

Best Regards,

For Pvt. Ltd.

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Director-CEO

Place: