**<Date>**  
  
  
Mr. **<Employee Name>**

**<Designation>**  
  
  
Dear **<Employee Name>**,  
  
Last year went with a lot of growth and achievements at **<Company name>** including (some growth/ achievement data). The future holds a lot of promise and we are happy to have you as part of our team.  
  
We are happy with your performance and are equally pleased to share that you have been promoted to **<New Designation>** with immediate effect.   
  
Your new compensation structure is as follows:  
  
  
Compensation Head Compensation (In INR)  
Existing Increment Total  
Basic + D.A.   
Conveyance Allowance   
Medical Reimbursement   
Food Allowance   
Flexible Allowance   
Gift   
Retirement Benefit   
Subtotal of Annual Salary   
Employer contribution to EPF   
Annual Total   
  
  
The raise in your salary would be applicable from **<Date>**.  
  
Your next compensation review will come up in **<Month, Year>**. We look forward to even greater contribution from you in the future.  
  
  
Yours Sincerely,  
  
  
Manager HR