**Promotion Letter**

**Date:**

**To,**

**Dear Mr. /Ms,**

**We are very happy to inform you that you have been promoted as “designation “with effect from “due date”. In accordance we hereby revise your Gross Salary as Rs /-.Other terms and Conditions remain the same as per the appointment letter.**

**Kindly sign and return the duplicate of this letter as a token of your acceptance of the above terms and conditions.**

**With best wishes,**

**Very truly yours,**

**Authorized Signatory**