**PROMOTION LETTER**

[Company\_Logo]

[Company\_Name]

[Company\_Address]

[Current\_Date]

**Promotion Letter**

Dear [Employee\_Name]

Congratulations!

The Company is pleased to inform you that you have been promoted from [Old\_Employee\_designation] to [New\_employee\_designation] in [Region].

Also, your monthly remuneration has been revised to [New\_amount]

It shall be effective from [Date].

All the other terms and conditions of your appointment remain unchanged.

We appreciate the efforts put in by you and expect that you would continue to take up new challenges with the same enthusiasm in the future as well.

Sincerely,

[HR\_Name]

[HR\_Designation]

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