

From,

Date: _____ (Date on Which Letter is Written)

To Mustaq Sinha

Subject: Promotion Letter from Employer

Congratulations!

We are very pleased to inform you of your promotion to the post of _____
(Designation) with effect from _____(The required date).

You will be reporting to _____ (name of reporting manager). Your monthly
salary will be effective from the above said date.

We thank you for your sustained performance and commitment to the
organization over the years and you truly deserve this promotion more than
anyone else in your own. The hard work and skills you have shown over the
years is remarkable.

We are confident you will take up this new responsibility with great enthusiasm and will keep contributing effectively and efficiently towards the objectives of the organization.

It would be great if we can schedule a meeting this week itself to discuss and finalize things.

Thanking you,

With Regards

————- (Name of the issuer)

————- (Designation of the issuer)