

FORMAT OF PROMOTION OFFER LETTER

_____/HRD/___ Date_____

Mr/ Ms. _____

Dear Mr./ Ms. _____,

Consequent to the review of your performance during the last year, we are pleased to promote you as

_____.

We are sure you will make best use of the opportunity offered to you and contribute substantially to the success of our organisation as you have done in the past and fully justify the confidence placed in you by the management.

A separate communication on the details of your salary revision is being sent o you.

Wishing you all the best.

For, Company Name

Name:

Designation:

Print it in duplicate and take one signed approval of the employee..

Regards,

Amit Seth.