

Appraisal Letter

Dear Rohini,

Find below one of the sample format of Promotion letter-

FORMAT OF PROMOTION 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 organization 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.

Wish you all the best.

For' Company Name

Name:

Designation:

Hope it will help you to draft the same at your end.

Regards,

Amit Seth.

