

# Company's Letterhead

## Promotion Letter – with salary adjustment

Date

Name

Dept / Section

Dear .....

**Promotion to .....**

I have pleasure in informing you that you are, with effect from .....,  
promoted to the position of .....

As with all promotional appointments with the Company, you are required to serve a  
probationary period of ..... months (optional clause)

Your basic salary, with effect from ....., will be adjusted to  
S\$..... per month.

All other terms and conditions of service shall remain unchanged.

I would like to take this opportunity to congratulate you on your promotion and to wish you  
every continued success with the Company.

Yours sincerely  
(Company's name)

Human Resource Manager

cc: