

Company's Letterhead Promotion Letter

Date

Name
Dept / Section

Ref: Promotion with Salary Adjustment

Dear

Promotion to

Congratulations!

We are pleased to inform you that with effect from, you are promoted to the position of, reporting to the

As your salary will be increased to on the same date, the annual review in will not apply to you. All other terms and conditions of employment remain unchanged.

We are confident you will continue the good efforts you have shown and be diligent at your new position.

Yours sincerely

Human Resource Manager

(Department Head)

cc: