

[Company Letterhead]

Date: [Date]

To,

[Employee Name]

[Employee Position]

[Department]

[Company Name]

Subject: Salary Increment due to Promotion to New Role

Dear [Employee Name],

We are pleased to inform you that in recognition of your hard work, dedication, and exceptional performance, you have been promoted to the role of **[New Designation]** with effect from **[Effective Date]**.

Along with this promotion, your annual salary has been revised to **[New Salary Amount]** per annum. This increment reflects your increased responsibilities and the trust we place in your ability to contribute to the continued success of **[Company Name]**.

Your new compensation package will be effective from **[Effective Date]**, and all other terms and conditions of your employment remain unchanged. An updated copy of your employment contract detailing your new responsibilities and compensation structure will be shared with you shortly.

We congratulate you on your well-deserved promotion and look forward to your continued contributions in your new role. Should you have any questions regarding your revised compensation or new responsibilities, please feel free to reach out to the Human Resources department.

Once again, congratulations on your promotion!

Best Regards,

[Your Name]

[Your Designation]

[Company Name]

(Signature)