

## PROMOTION LETTER TEMPLATE

To,  
[Emp. Code]  
[Employee Name]

Dear [First Name],

We are pleased to inform you that you have been promoted to the position of **[New Designation]**. I congratulate you on behalf of the company for this achievement.

Consequent to the review of your [performance](#) during the period from dd-mm-yy to dd-mm-yy, your performance has been rated as **[Rating]**. We take great pleasure in sharing your revised package for the current year, which will be **Rs. [Annual CTC] /- Per Annum** w.e.f dd-mm-yy

### Terms and Conditions:

- **Appraisal Amount:**
  - The revised compensation package has been customized for you considering your performance, company policies, and related factors.
- **Confidentiality:**

The matter of your compensation is the confidential information of the company. Any discussion or disclosure of your compensation with

anybody other than your departmental head or HR will be considered a breach of the agreement by you.

Your compensation package is unique to you and not for comparison with other company employees.

All the other terms and conditions remain unchanged as per your appointment letter. We look forward to your valuable contributions and wish you all the very best for a rewarding year ahead.

Please sign the duplicate copy of this letter as a token of acceptance of the same.

Yours Sincerely,

For **[Your company name]**  
(Accepted)

Signing Authority  
Code: \_\_\_\_\_  
Name:

Emp.  
Emp.

**Head-Human Resource**