**LETTER TEMPLATE   
EMPLOYEE PROMOTION LETTER**

**[Date]  
  
[Name of employee]**

**[Company name]**

**[City and state Name]**

Subject: Promotion - Change of Designation and hike in salary  
  
Sir,

In recognition of your performance, the Management is glad to designate you as \_\_\_\_\_\_\_\_\_\_\_\_ **(designation)** and raise your current monthly salary by **(Rs. \_\_\_\_\_\_\_\_)**

- i.e., from **(Rs. \_\_\_\_\_\_\_\_- to Rs \_\_\_\_\_\_\_\_\_)**- with effect from **(month name)**.

Consequent to the change in designation and increase in your salary, you are advised to execute a bond for three years. We hope for better performance from you in the coming years.   
  
Wish you the best of luck,

Yours Faithfully,

XXXXX Limited