**LETTER TEMPLATE  
EMPLOYEE PROMOTION LETTER**

Date

Name

Company

Employee Number

Dear **(Employee Name)**,

Based on your continuous performance over the years and our assessment of your readiness to take up higher responsibilities, we are happy to promote you to **(\_\_\_\_\_\_\_)** and place you in the level **(\_\_\_\_\_\_\_\_)** of our company.

Accordingly, your compensation is revised **(w.e.f.\_\_\_\_\_**\_**)** and your package will now be **(\_\_\_\_\_\_\_\_)** which will include **(Rs. \_\_\_\_\_\_\_\_)** as a fixed component of the pay plan, and **(Rs.\_\_\_\_\_\_\_)** as a variable component of the pay plan which is linked to your performance.

You will also be paid **(Rs. \_\_\_\_\_\_) as** a one-time performance award on the basis of this assessment and that of the company’s performance. We take this opportunity to thank your family for supporting you to deliver your best in **(\_\_\_\_\_\_\_)**.

Best Regards,  
  
Name of the Head