

## **Employee Promotion Letter with Salary Increase**

To,

Name,

Address

Date

Dear Akash,

I am here to notify you that you are getting promoted to the new role as Senior Supervisor effective from date 26th of May, 2018. With the promotion, you will be drawing 6,34560 INR annually. Your revised notice period will be for two months.

I am personally very happy to see your growth in knowledge and hard work. I hope you will be as consistent as present. I will you all the very best.

Thank you.

Sincerely,

Jacob Thomas

Signature