

# Sales Promotion Letter

Hi (employee name),

I am glad to announce that the company has decided to get you promoted as (New Designation) from your role of (Current Designation ).

You will be resuming your new role effective from (mention the date). Your revised salary will be (mention the exact amount in figures) and effective from ( same date as the promotion).

With acceptance of this designation you will be agreeing with (any policy or bond) with the organisation. Any changes in that agreement from either side will be discussed upon and taken necessary action.

Your contribution towards the company so far is highly appreciated and we hope you will continue the same standard in coming days.

Wish you all the luck and congratulations on your new role.

Sincerely,

(Employer's name)