**<Date>**

Mr. **<Employee Name>**

**<Designation>**

Dear **<Employee Name>**,

Last year went with a lot of growth and achievements at **<Company name>** including (some growth/ achievement data). The future holds a lot of promise and we are happy to have you as part of our team.

We are happy with your performance and are equally pleased to share that you have been promoted to **<New Designation>** with immediate effect.

Your new compensation structure is as follows:

Compensation Head Compensation (In INR)
Existing Increment Total
Basic + D.A.
Conveyance Allowance
Medical Reimbursement
Food Allowance
Flexible Allowance
Gift
Retirement Benefit
Subtotal of Annual Salary
Employer contribution to EPF
Annual Total

The raise in your salary would be applicable from **<Date>**.

Your next compensation review will come up in **<Month, Year>**. We look forward to even greater contribution from you in the future.

Yours Sincerely,

Manager HR