**Confidential**

Date: 26-Oct-2021

**To,**

**[Salutation]. [Employee Full Name],**

[Designation]

[Department]

[Design and Development]

**Subject: Increment & Promotion Letter**

**Dear [Salutation]. [Employee First Name],**

Following the review of your performance, we’re excited to revise your Gross Salary that will be [**Revised Salary]** **PKR** and your designation has been revised to **[Designation]** with effect from **[Effective Date]**.

Management has the confidence that you will continue your efforts in making our company truly professional in every sense of the word. Your efforts are expected to contribute significantly towards improving the overall performance of the Company.

Please accept our congratulation on this tremendous achievement. Management takes pleasure in wishing you continued success in your career with the organization.

Kind Regards,

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**Abdul Basit Ali**

**Manager – HR & CP**

Human Resources

Cc: Personal File: [Employee ID]

Finance Department