

Date: 1st October 2021

To,
Nilim Prasad Sarma
Emp No: TYC032167

Subject: Promotion Letter

Dear Nilim Prasad Sarma,

In recognition of your performance and efforts, we are very happy to inform you that you have been promoted as **Software Engineer**. The new role will be effective from **01st October 2021**.

Congratulations to you and hope the new responsibilities would be more challenging and rewarding for you. Thanks for your support and keep up the good work. We wish you all the best!

Other terms and conditions remain the same as per the appointment letter

Kindly sign and return the duplicate of this letter as a token of your acceptance of the above terms and conditions.

With best wishes,

Very truly yours,

Team HR