ព្រះរាជាណាចក្រកម្ពុជា

**ជាតិ សាសនា ព្រះមហាក្សត្រ**

**3**

……(Date Issue)…….

Name :

Staff ID :

Position :

**RE: LETTER OF PROMOTION**

**Dear ………………………**

I have a pleasure to inform you that with effect from …………………….. you will be promoted to be a **………………………….** as a result of this promotion, your salary has been revised to USD **……………** (………………….. US dollar). All other conditions of service remain unchanged.

**….(Name)…..**, May I take this opportunity to congratulate you on your new position.

I look forward to your commitment and effort in contribution to the future growth of the company.

Yours sincerely,

**………..(Name)…………**

**………(Position)……….**