Dheeraj Sharma  
(VSA India Pvt. Ltd )  
Jalandhar ,Punjab

To,  
Mahinder Singh  
152 B Ekta Nagar P.O Chuggitti Jalandhar

Dear Mahinder,

SUB: PROMOTION LETTER

It gives me immense pleasure to announce that you have been promoted from the post of Software Engineer to Sr. Software Engineer. We congratulate you for your great efforts and the success that you have achieved.

You have been a part of this organization for last 5 years. Your exceptional service to the company has been noted by the company. We went through a big list of employees and your consistent performance helped us take the decision of promoting you to the post of Senior Software Engineer. Your excellent track record within these five years compelled the management to take this decision. The whole team congratulates you on your success, and we expect a better result in the coming years. We feel that you will be able to justify your new responsibilities, and perform well once again.

Once again, wishing you all the best for your future, and thanking you for your contribution.

Yours sincerely,

Dheeraj Sharma  
(Project Manager)