Letter of Intent for Promotion

Issued by the company; the employee signs the acknowledgement.

ORGANISATION | REF. NO. | DATE

ADDRESS

To

NAME | DESIGNATION / ORGANISATION

ADDRESS

Subject: Intent to promote

CURRENT ROLE | PROPOSED ROLE

PROPOSED EFFECTIVE DATE | INDICATIVE CTC (₹ / YEAR) | LOCATION

CONDITIONS

In recognition of your performance, we intend to promote you to the role above. The promotion will be confirmed in a formal letter once the conditions stated are met. Until then your current terms continue.

This letter is a statement of intent and is confidential. Please do not share the compensation details.

SIGNATORY NAME | DESIGNATION

Company

SIGNATURE

PRINTED NAME | DATE

Acknowledgement

☐ I have read this letter and accept the conditions for the proposed promotion.

Employee

SIGNATURE

PRINTED NAME

DATE