# Promotion Letter

Congratulations. In recognition of your performance, you are promoted as set out below.

## Company

COMPANY NAME

CIN OR REGISTRATION NO.

REGISTERED ADDRESS

## Employee

EMPLOYEE NAME

EMPLOYEE ID

DATE OF JOINING

DESIGNATION

DEPARTMENT

## Promotion

NEW DESIGNATION

NEW GRADE OR BAND

EFFECTIVE DATE

ANNUAL CTC (₹)

FIXED PAY (₹ PER YEAR)

VARIABLE PAY (₹ PER YEAR)

KEY NEW RESPONSIBILITIES

## Employee acknowledgement

☐ I accept the promotion and the revised terms above.

Signed electronically under the Information Technology Act, 2000.

**Company**

SIGNATURE

PRINTED NAME

DATE

**Employee**

SIGNATURE

PRINTED NAME

DATE