

Date: 10 June 2024

Employee Name: John Doe

Employee ID: 12345

Department: Sales

## Promotion and Salary Increment Letter

Dear John Doe,

We are pleased to inform you that in recognition of your consistent performance, dedication, and valuable contributions to the Sales department, you are hereby promoted to the position of **Senior Sales Executive** with effect from 1 July 2024.

Along with this promotion, your annual gross salary has been revised as follows:

**Previous Salary:** \$40,000 per annum

**Revised Salary:** \$48,000 per annum

The revised salary and position will be effective from 1 July 2024, and all corresponding terms and benefits will be updated as per company policy. All other terms and conditions of your employment will remain unchanged.

We congratulate you on this well-deserved promotion and look forward to your continued success with our organization. Please sign and return a copy of this letter as a token of your acceptance.

Best regards,

**Jane Smith**

HR Manager

Accepted and Agreed:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Important Notes:

- This letter acts as an official confirmation of both promotion and salary increment.
- It should clearly specify the new designation and revised compensation details.
- The effective date of change must be mentioned.
- Employee acceptance (signature) is recommended for record purposes.
- Always retain a signed copy in employee files for compliance.