**Ref. No: xxxx**

**Date: dd/mm/yyyy**

**Name of Staff**

**Address**

**Subject: Promotion Letter**

**Dear xxxxxx,**

I am pleased to inform you that you are promoted effective from **dd/mm/yyyy** to the position of **xxxxx** based in **xxxx.** This decision is based on reviewing your past performance, interview and written test exam and a discussion with senior Management team during your stay with the organization.

Your new salary classification grade is **xxx**, **Step x** and your basic salary is **xxx** (amount) and xxxx allowances. You will report to **xxx** and your revised job description is attached with this letter.

Other than the new terms and conditions described above, your employment terms and conditions dated <date> remains in effect and your continued employment with name of organization remains subject to the terms and conditions set forth therein.

Name of organization would like to thank you for your continued commitment to our organization and the work you have completed to date in the field.

I hope this promotion will be an additional encouragement for better commitment and hard work for years ahead and you will continue to uphold your commitment to the organizational policies and procedures.

**Sincerely,**

**Signatory name**

**Signatory title**