**Increment & Promotion Letter**  
  
Date\_\_\_\_\_\_\_\_\_  
  
Mr. XYZ   
Designation,   
Place   
  
Dear Mr. XYZ,   
  
The Company is pleased to inform you that your base salary has been revised to Rs. ------/-p.m. w.e.f. 1st October, 2004. The detailed Pay Structure is annexed as a part of this letter.   
  
All the other terms and conditions of your appointment remain unchanged.   
  
Also it's our pleasure to promote you as \_\_\_\_\_\_\_\_\_\_\_ ...   
  
We appreciate the efforts put in by you and expect that you would continue to do so in the future.   
  
Yours sincerely,   
XYZ Co Ltd,   
  
ABC   
Managing Director   
  
Encl. : Annexure