**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