**PROMOTION ORDER**

To

# Mr. /Ms. (name)

Sir/ Ma’am,

Sub: Change of designation and Increment of salary –Reg.

As a token of appreciation of your service in the organization, the management has decided to designate you as (position) and make an increment to your monthly salary by Rs. (amount) i.e. from Rs. (present salary) to Rs. (increased salary).

However, as a result of the change in salary and designation, you are expected to execute a bond for three years.

We wish of the same zeal and better performance from you in the future.

Best Regards,

Yours faithfully,

For (Organization),

## PRESIDENT