dd/MM/yyyy

**Promotion Letter**

Dear [Employee Name],

We are pleased to inform you that you have been promoted to the [Position name] position in the [Department]. This promotion will be effective starting from [Date] and you will be reporting to [Direct Manager name], [Position name].

Your salary will be raised as per below mentioned breakdown:

|  |  |
| --- | --- |
| **Salary Structure** | **Monthly (AED)** |
| Basic Salary | [XXX] |
| Accommodation Allowance | [XXX] |
| Transportation Allowance | [XXX] |
| Other Allowance | [XXX] |
| Gross Salary | [XXXX] |

On behalf of the company, I would like to thank you for your efforts and hard work. Congratulations on receiving this well-deserved promotion.

Sincerely,

[HR person’s name]

[HR position]

[Company name]

[Contact Number]