**Subject:** Congratulations on your new role at [company name]

Dear [employee's first name],

We are excited to promote you to [designation, department name] at [company name] as of [date].

Your revised annual **cost to company is ₹ xxx,xxx** [in words]. The break down of your monthly salary can be found below.

|  |  |
| --- | --- |
| **Salary component** | **Amount (in ₹)** |
| Basic pay | xx,xxx |
| House Rent Allowance (HRA) | xx,xxx |
| Travel allowance | xx,xxx |
| Other allowance | x,xxx |
| Pension benefits | x,xxx |
| **Gross monthly salary** | **xxx,xxx** |

Your salary will be disbursed through [direct deposit/cheque] on the [last working day/first working day] of each month. Your primary work location is [work location], where you will report to [manager's name and title].

As part of the benefits, you will be eligible for up to [24] days of privilege leave in a calendar year, employee stock ownership plans, and a [one-time bonus] of up to [100%] of your monthly salary each year, contingent upon your performance and the company's growth.

If you choose to accept this offer, please sign and return this letter by **[offer expiry date].**

We sincerely appreciate your hard work and commitment to the company. We are confident that you will achieve greater things in your new role.

Thanks,

[Sender name]  
[Designation], [Company name]

**Accepted by:** [Employee name]

Signature:

Date: