

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: