

PROMOTION LETTER FORMAT

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Introduction

It is important to follow a standard format for drafting an appropriate promotion letter. Below is an acceptable format for this letter that is required to go across all departments of any organization. It is important to note that any document that is required to be sent across the company needs to be drafted in an acceptable standardized format.

The letter should be motivating and must promote a healthy feeling in the employee's mind. This letter should work like a binding factor between the company and the employee.

Promotion Letter format Tips

Tips for writing a good promotion letter are as follows:

- It should be drafted in a personalized yet formal manner.
- The letter should praise the candidate's efforts.
- The letter should contain all the relevant details of the employee in terms of his or her promotion like the date of promotion, the incentive amount as well as the new designation.
- The letter should motivate the employee to work harder for the achievement of the company's objectives.

Sample Promotion Letter format

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Format for a promotion letter

Dear Mr. Ravikant Desai,

We would like to share with you a few important details that need to be mentioned while drafting a promotion letter for an employee:

- The details of the review that has been done in regards to the employee's performance and its suitability as per the company's policies.
- The details of the promotion date, incentive amount as well as the reason for promotion.
- Details regarding the disbursement of the promotion incentive details.
- A motivating letter is important to boost the confidence of the employee

With regards,

Yours Sincerely

Aaarti Manjerekar

Vice President- Human Resource Department- South Asia

Promotion Letter format Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Format for a promotion letter

Dear Mr./Ms..... (Name of the employee to whom the letter has been addressed),

We would like to share with you a few important details that need to be mentioned while drafting a promotion letter for an employee:

- The details of the review that has been done in regards to the employee's performance and its suitability as per the company's policies.
- The details of the promotion date, incentive amount as well as the reason for promotion.

- Details regarding the disbursement of the promotion incentive details.

A motivating letter is important to boost the confidence of the employee

With regards,

Yours Sincerely

..... (Name of the issuer)

.....(Designation of the issuer)

Date:.....

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