**<Letter Date>**

**<Employee’s Full Name>**

**<Employee’s Address>**

Dear <Employee’s Full Name> (NRIC: <Employee’s NRIC Number>),

**Re: Promotion to <New Job Title>**

Congratulations on your promotion to <New Job Title> with effect from <Effective Date>. In line with the promotion, your monthly salary will be adjusted to <S$ New Salary> from <Employment’s Start Date> where all other terms and conditions of employment shall remain unchanged. You may find the job duties/expectation from you on this role under ANNEX 1.

Thank you for your commitment and dedication thus far.

Yours sincerely,

**For and on behalf of <Company Name>**

**<Sign off> <Company Stamp>**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**<Name of Company’s Representative>**

**<Job Title>**

**ANNEX 1**

|  |  |
| --- | --- |
| **Job Title** | <New Job Title> |
| **Main Duties and Responsibilities** | <Job Duties>In addition to the above stated duties, you shall undertake such other duties as the Company shall from time to time assign or vest in you. |