

Sample Promotion Letter

TO: Abdurrahman

FROM: Abdullah, Managing Director

DATE: January 1, 2011 / Muharram 26 1432 AH

SUBJECT: Promotion

As salaamualaikum wa rahmatullahi wa barakatuh (May the peace, mercy, and blessings of Allah be with you).

Dear Abdurrahman,

The Management has had occasion to review your performance as Marketing Manager during the past 2 years. Your Head of the Dept has forwarded a recommendation for your raise based on your good work.

It gives me great pleasure to announce your promotion as Senior Manager Marketing with effect from (Date) in the pay scale of Rs plus allowances as applicable to the grade.

I hope that your promotion will serve as an incentive to better performance and to achieve further laurels in the Company. Well done, keep it up!

With regards and best wishes.

JazakAllahu Khairan.

Yours sincerely,

[Signature]