|  |
| --- |
| [Company Name]  [Street Address, City, ST ZIP Code]  [Phone]  [Email]  [Website] |

Date

Recipient Name

[Designation]

Dear [Recipient],

We congratulate you on your promotion to the position of Branch Manager. Along with added work responsibilities, the higher management has offered you a compensation package with a salary raise. Accordingly, you will be receiving an increment amounting to $[AMOUNT] with effect from 1st November.

Once again, congratulations and best of luck to you.

Warm regards,

Name Here

Your Title