Date: November 12, 20XX

From:  
Managing Director  
NAB Industries

To:  
Mr. John Hopkins  
Research Officer

Subject: Promotion & Salary Increment for [X]

Dear Mr. Adam

We have had the opportunity to analyze your work as Research Officer during the previous three months. Your Head has requested that your post be increased and a raise in your salary occur because of your hard work and dedication.

I am pleased to inform you that your promotion to Senior Research Officer will take effect from December 1, 20XX. The monthly salary increase will be $10,000/- with effect from December 1, 20XX. Car allowances $2,000/- per month with effect from December 1, 20XX. You will be eligible for health insurance for your whole family.

Your new responsibilities will include:

1. Training beginner Research Officers
2. Undertaking advanced research in new and exciting areas
3. Coaching present employees

If you have any queries feel free to contact us at [X] or call [X]. Best wishes and regards.

Yours sincerely,

Signature  
NAB Industries  
Managing Director