

Promotion / Increment Letter

HR & WorkTech

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a promotion/increment letter stating the new role/CTC, effective date and continuation of other terms. Use it for a promotion or raise. For a batch of increments, use the Salary Revision Letter Batch.

Purpose of this tool & output

Draft a compensation or promotion change letter

How the output is used

Use it to draft a compensation or promotion change letter that records the new role, pay and effective date.

Who receives it

The letter is addressed to the promoted employee; a signed copy is kept in the personnel file.

How to submit / file it

Issue the promotion/increment letter with the new role, revised CTC and effective date, obtain acknowledgement, and file it.

Who should vet it

HR, to confirm the revised terms tie to the compensation framework before issue.

Important cautions

AI-generated draft; verify figures before issuing.

Companion documents

- Offer Letter Template
- Appointment Letter Generator
- Tax-Optimised CTC Structurer
- Internship Offer Letter
- Probation Confirmation Letter
- Transfer / Deputation Letter

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.

