Job Promotion Letter

To,

Name

Address

Date

Hi Mr.Jeffrey,

This is to announce that you are being promoted as Senior Software Engineer from Software Engineer role, effective from date March 31st, 2013. You will be reporting Ms.Romila Ganguly at 11th floor, Discoverer Building, Whitefield. Now onwards please be notified that your notice period will be three months for resignation .

We wish you all the best for your future.

Sincerely,

Ajay Gupta

Signature