

# Job Promotion Letter for An Employee with An Increment

Attention: Mr. Zahidul Islam  
Assistant IT Officer,  
RAN Global Sourcing Ltd.

Regarding: Letter of Promotion.

Congratulation!!!

Dear Mr. Zahid,

We are happy to announce to you that our company M/S RAN Global Sourcing Ltd. Has been deciding to promote you as “*Assistant IT System Administrator*” with an increment which is enhanced by BDT. 3,000/- from your existing salary. Your revised salary structure is stated below which is effective from 1st July 2017: –

|                   |       |
|-------------------|-------|
| Basic Salary      | :     |
| House Rent        | : 7,  |
| Conveyance        | : 2,  |
| Medical Allowance | : 1,  |
| Take Home Salary  | : 25, |

Please note that your others benefit and terms and condition are valid as per your contact paper.

Hope for the best in your future endeavors.

*Thanking You,*

Mahmudur Rahman  
Managing Director  
RAN Global Sourcing Ltd.