

HR/05

Private & Confidential

Date : XX  
Name : XX  
ID No : XX  
Designation : XX  
Department : XX

Dear Employee Name,

**RE: PROMOTION LETTER**

The Management has been observing your work performance and is pleased to inform that we are proposing a new position to suite to your next level of career.

|                           |                                                                                                                                                                                         |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>New Position :</b>     |                                                                                                                                                                                         |
| <b>Salary :</b>           |                                                                                                                                                                                         |
| <b>Effective From :</b>   |                                                                                                                                                                                         |
| <b>Probation Period :</b> |                                                                                                                                                                                         |
| <b>Remarks :</b>          | At the end of the effective period, the management shall review the performance during the effective period. Company have reserve the right to confirm or remain the existing position. |

The other terms and conditions of employment stated in the letter of appointment shall remain unchanged. Please treat the salary information strictly confidential.

We thank you for the dedication shown in your work and trust that you would strive to give your best in line with the company's goals and mission statement.

Thank You.

Yours faithfully,  
**GINTELL (M) SDN BHD** (386685-U)

.....  
**Eunice Yong**  
**Human Resources Manager**

Initialed by: \_\_\_\_\_  
(Employer)

Initialed by: \_\_\_\_\_  
(Employee)