

SALARY INCREMENT LETTER

[Company Letterhead]

[Company Name]

[Company Address]

[Phone] | [Email]

Date: _____

To,

Mr./Ms. [Employee Name]

[Designation]

[Department]

Subject: Salary Increment Confirmation

Dear [Employee Name],

We are pleased to inform you that based on your performance, dedication, and contributions to the organization, your annual salary has been revised.

Effective from [Effective Date], your new salary will be ₹_____ per annum, an increase from your previous salary of ₹_____ per annum.

The revised salary will reflect in your monthly payroll from [Month, Year] onwards. A detailed salary structure will be shared with you shortly by the HR department.

We value your continued efforts and look forward to your sustained contribution to the growth of the company.

Congratulations once again!

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Seal & Signature]