Date: 26-Oct-2021

**[Salutation]. [Employee Full Name],**

[Designation]

[Department]

[Design and Development]

**Subject: Confirmation & Increment Letter**

**Dear [Salutation]. [Employee First Name],**

We are pleased to inform you that your services have been confirmed as **[Designation]** . Your monthly gross salary has been revised to Rs. [Gross Salary]/- (i.e. [Rupees in word]), effective from **[Effective Date]** all other terms & conditions of your employment will remain same.

Please accept our congratulation on this confirmation and Management takes pleasure in wishing you continued success in your career with Technado (Pvt) Ltd with same dedication & zeal.

Kind Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Abdul Basit Ali**

**Manager – HR & CP**

Human Resources

Cc: Personal File: [Employee ID]

Finance Department