# Increment Letter

**Date: <Date>**

***Dear Mr. <Name> ,***

In recognition of your performance and contribution to the organization during the

appraisal period 2008-2009, your monthly CTC is being revised to **Rs. <MonCTC> /- (Rupees <RUPEES>) w.e.f. <wef>**

Your revised Compensation and Benefits Structure is given below for your reference.

**COMPENSATION AND BENEFITS STRUCTURE**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | **Components** | **Monthly Rs.** | **Annual Rs.** |
|  | Basic | <MBasic> | <ABasic> |
|  | House Rent Allowance | <MHRA> | <AHRA> |
|  | Professional Development Allowance | <MPDA> | <APDA> |
|  | Conveyance | <MCon> | <ACon> |
|  | Helper Allowance | <MHA> | <AHA> |
|  | Medical Reimbursement | <MMed> | <AMed> |
|  | Meal Vouchers | <MMV> | <AMV> |
|  | Other Allowance | <MOA> | <AOA> |
|  | **Monthly Gross** |  | **<MonGross>** |
|  | **Annual Gross** |  | **<AnnGross>** |
|  |  |  |  |
|  |  |  |  |

* Apart from the above CTC you are eligible to claim official tour expenses as per the company policy.

Kindly sign and return the duplicate of this letter as a token of your acceptance.

Wishing you the best for the next year. Do keep up your good performance.

**Cheers!**

**--------------------------------------**

**Executive Director**