

Increment Letter To Employee

Sample Letter

Mr. Saurabh Ganj

Designation: JAVA FULL STACK DEVELOPER

Employee Code: 558

Date: _____

Subject: Reward of Salary Increment on Good Performance

Dear Saurabh Ganj,

Congratulations!

In recognition of your previous performance we are glad to inform you that the company has decided to give you an increment of Rs._____-/- and your restructured salary shall be Rs._____-/- CTC per month will be _____.

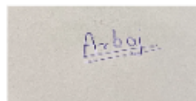
The complete detail of your revised salary is highlighted in Annexure "A" of this letter.

We would like to take this opportunity to express our appreciation of your contribution to the organization and hope that you will continue to strive for better results. We hope you will shoulder your new responsibility with full dedication and sincerity.

With best wishes,

Sincerely yours,

WTL PVT. LTD.



WTL PVT LTD

Authorized Signatory

