

Increment Letter

3rd April, 2024

Dear **Md Mogibul Hoque Khondokar**,

I hope this letter finds you in good health and high spirits. We are pleased to inform you that based on your exceptional performance and dedication to your work, we have decided to grant you a well-deserved increment.

From April 2024, your salary will be increased by 10%. This raise is a testament to your hard work, commitment, and valuable contributions to our organization. Your efforts have not gone unnoticed, and we believe this increment reflects our appreciation for your exceptional performance.

We truly value your dedication and the positive impact you have made on our team. Your continuous growth and success are important to us, and we are committed to supporting you in your professional journey.

Once again, congratulations on this well-earned increment. We look forward to your continued success and contributions to the company.

If you have any questions or concerns, please do not hesitate to reach out to the HR department.

Best regards,

Raihan Uddin
Director HR & Admin
Rtemis Limited