**Letter of Increment Format**

|  |
| --- |
| Your Name  Designation  Company Name, Address, Pincode    Date    Receiver's Address  City, Pincode  Subject - Salary Increment  Dear [Employee’s Name],    We are glad to notify you that, following an evaluation of your performance, your salary has been updated W.E.F [start date], and the new salary structure is as follows:    Previous Salary: [Rs. amount]  Increment: [Rs. amount]  New Salary: [Rs. amount]    Please contact the HR department for the remainder of the wage breakdown and other terms and conditions.    We look forward to your vital contributions to the organization and wish you the best of luck in your future endeavors.    As a show of acceptance, please sign the duplicate copy of this letter.    Signature  Designation  Your Name |

**Increment letter Example**

|  |
| --- |
| Manasa Singh  HR Manager  B P L Technologies  Bandra  Mumbai – 400050    3rd January 2022    56/89, Green Park Lane  Bandra  Mumbai – 400050  We are glad to notify you that, following an evaluation of your performance, your salary has been updated W.E.F 3rd November 2020, and the new salary structure is as follows:    Previous Salary: 35000/-  Increment: 7000/-  New Salary: 42000/-    Please contact the HR department for the remainder of the wage breakdown and other terms and conditions.    We look forward to your vital contributions to the organization and wish you the best of luck in your future endeavors.    As a show of acceptance, please sign the duplicate copy of this letter.    Signature  HR Manager  Manasa Singh |

**Format 1**

|  |
| --- |
| [Date]  [Name of the Employee]  [Designation]  [Employee Code]  Subject: Salary Increment letter  Dear [employee name],  We congratulate you for the completion of the [duration] in our organization, we are glad to give a [mention increment in %] increment on your present CTC. As we saw your performance data which was given by your Reporting manager as well as by your Head of your department.  They both are very happy to see your performance in the past [duration] journey. Your reconstructed salary will be <amount> per annum.  We want to show our gratitude for your hard work for the organization, and we hope you will continue this growth journey with us.  Best wishes  [Your Name]  [Signature]  [Designation]  [Company Name] |

**Format 2**

|  |
| --- |
| Date \_\_\_\_\_\_\_\_\_  Mr.\_\_\_\_\_\_\_\_  Designation  Employee Code    **Subject: Reward of Salary Increment on Good Performance**    Dear,  **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,  Company Name  **Authorized Signatory** |

**Format 3 - Email Template**

|  |
| --- |
| From email -  To email -  CC -  Date -  Subject - Congratulations [Employee Name]!!  Dear [Employee Name],  As an appreciation for your performance in the last year, I am glad to inform you that [Company Name] has decided to give you the salary increment of Rs. [amount] for your dedication and contribution towards your organizational goals.  This well-deserved increment is the fruit of your dedication and hard work towards your work. We always work to keep our deserving employees happy and satisfied. We also believe that this increment will give you the reason to stay motivated towards your work.  Congratulations and Thank You!!  Please reply to this email in order to show your acceptance of this offer.  Regards,  Your Name  Designation  Company Name |