**Increment Email Templates**

**1.) End of Probation Period Salary Increase Email**

| Subject: Salary Increase for end of probation  Dear [First Name],  We are excited to inform you that you have successfully completed your [X] days of probation period, and now you are entitled for an increase in the compensation.  Effective from [date], you will be a full-time employee of our company and your annual base salary will increase from Rs. [X] to Rs. [X]. For the detailed breakdown of your annual take-home pay, please refer to your employee portal.  Congratulations on making a new home for yourself at [Company Name] as a [designation]. As you have seen, we have a very selective hiring process, we are glad to have you rise to the challenge and have you as a part of our team.  We are looking forward to sharing your continued expertise for the company’s success.  Sincerely,  [Your Name]  [Your Email Signature] |
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**2.) Post Promotion Salary Increase Email**

| Subject: Post Promotion Salary Increase  Dear [Employee Name],  Congratulations on your promotion!! As you know, we had a performance review on [date], and we have decided to promote you to a new position. You can consider this as a confirmation letter for your pay increase based on your promotion from [current job title] to [new job title].  Effective from [date], your annual pay will increase from [current salary] to [new salary]. Please check the company portal for the detailed breakdown of how your salary will be divided monthly.  Your accomplishments as a [job title] include [mention all the accomplishments] within the [company name] team.  Moving forward as a [new job title], your new responsibilities include:  - Responsibility 1  - Responsibility 2  - Responsibility 3  We hope that you will continue to be an integral part of [Company Name], and we extend our heartiest congratulations on your new role.  Sincerely, [Your Name]  [Email Signature] |
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**3.) Pay Raise Request Approval Email**

| Subject: Pay Raise Request Approved  Dear [Employee Name],  Thank you for submitting the application for a pay raise. We considered your application and after the successful review we have decided to approve the application and even promote you to the new position.  We are glad to recognize your efforts and your latest achievements at [Company Name] including your contribution to our highly recognized project [project name].  Your talent and dedication at our company is outstanding and this has made you eligible for a promotion with pay raise. Effective [date] your annual pay would increase from [current salary] to [new salary] and you will be working as a [new job title] from that day.  We heartily congratulate you on your hard-earned success at [Company Name].  Regards, [Your Name]  [Signature] |
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**4.) Salary Increment Email template**

| **Subject: Cost of living Salary Increase Email**  Dear [First Name],  We are astonished to inform you that your annual salary will increase from [current salary] to [new salary] effective [date].  As a company, we understand that the rising cost of living at [location] is an undue burden on our employees. We really value the work you do for our company and we feel that it is our duty to monitor changes in those costs.  As per the company policy, we have incremented your salary from [x]% to [x]% to reflect the changes in the cost of living.  On behalf of [Company Name], we thank you for your continued dedication and hard work.  Best Wishes,  [Your Name]  [Email Signature] |
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**5.) General Salary Increase Email**

| Subject: Pay Raise Increase  Dear [First Name],  We are writing this email to inform you that based on your annual performance review, you are now eligible for salary increase.  According to the conversation we had with your manager, we got to know that you have tremendously shown hard work and dedication towards your job role as [position]. Due to your [mention of a few impressive qualities of the employee], we are pleased to inform you that your salary will be increased from [current salary] to [new salary] effective [date].  Congratulations on your new position at [Company Name]. We are hoping for the same hardwork and dedication as earlier.  Sincerely, [Name]  [Signature] |
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