[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

I am pleased to inform you that your hard work and exceptional performance have been recognized. After a comprehensive review of your achievements, we are pleased to grant you a salary increment.

Effective [Effective Date], your new salary will be [New Salary]. This increment is a reflection of your outstanding contributions to [Company Name]. We believe it is essential to reward and retain top talent like you.

We look forward to your continued excellence and dedication to [Company Name]'s success. If you have any questions or require further information regarding this increment, please do not hesitate to contact [HR Manager's Name] in the HR department.

Once again, congratulations on this well-deserved increase.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]