

Increment Letter Format – Sample Template

Shape

Date:

Name of the Employee:

Employee Code:

Sub: Salary Increment Letter

Dear (Name of the Employee)

Amidst outbreak of pandemic covid 19, this year has been a full of opportunities. Another fantastic year for us which was not possible without the support and contribution from all of you.

We are pleased to announce a salary increment effective from date (______). Your compensation is revised to (_____) and your rating was “Excellent”. The new compensation structure would be effective from date (_____).

The compensation is very confidential information and hence it should not be disclosed with anyone in the organization. Any discussion on this matter or disclosure of salary increment letter will be considered as breach of agreement by you, therefore maintain the confidentialities.

All other terms and conditions of the employment will remain same.

With best wishes.

Thanking you

Yours truly

For Company Name

Manager Name & Designation