

## **Increment Letter To Employee Sample Letter**

Date

Name of the Employee

Designation

Employee Code

Subject : Reward of Salary Increment on Good Performance

Dear,

### **Congratulations !**

In recognition of your performance we are glad to inform you that the company has decided to give you an increment of Rs ( mention amount) and your restructured salary shall be Rs (mention salary)

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 for 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**