

Letter of Increment on Performance – Sample Format

Date:_____

Name of the Employee

Employee Code

Sub: Salary Increment Letter

Dear(Mention the First name of Employee)

I would like to share that we have always been at a very exciting place where each passing year has brought us some new milestones to achieve.

Further to inform that according to the current market statistic our Company (Mention Name) is with the sales of (mention figure) stand amongst the five fast growing marketplaces built on in our country.And looking forward, I have no doubt that coming financial year will be even more exciting and challenging for achieving the Top Rank in chart and will bring even more fun and success.

The Management has acknowledged that you have played an important role in helping and building our company, and I would like to thank you for helping (Company Name) scale to where it has reached today. I would also like to take this opportunity to congratulate you on your performance for the year (____). Your performance has been wonderful.

In recognition of your performance, the management has decided to increase your Grade that will result in increment of your monthly and annual Pay. You shall also be receiving performance linked Variable Bonus of Rs._____ For the year (____). Variable Bonus pay – out will be governed as per the performance linked variable pay policy. All the other terms and conditions of your employment remains the same.

I take this opportunity to wish you success in your career with us and look forward to your continued contribution towards meeting our goals.

Wish you all the best!

Manager Name & Designation