

Sample Letter of Increment

Company's Letterhead

Date:

Employee Name

Employee Code:

Designation

Subject: Letter of Increment

Dear **(Candidate Name)**

We are pleased to inform you that owing to your good performance at your work place and job role, the Management has taken a decision to give you a salary increment.

Consequently, your compensation has been revised and the new enhanced compensation will be effective from dated (_____)

Please note that your annual CTC w.e.f. date (_____) will be Rs (mention salary)(You can approach HR Department for detailed salary break-up and tax changes)

Further, you will also be eligible for the other benefits as per your grade. We are sure that this will motivate you and you will strive to improve your performance in future also.

Yours faithfully,

For (Company Name)

Name of the Manager

Designation