**Salary Increase Letter Sample for Staff**

Ms. Minahil  
General Manager  
Atlas Honda  
DHA, Lahore  
**Subject: Annual Salary Increment Letter for the Year 2020**

Dear Ms. Minahil

Keeping in view your best performance as Management Trainee during the year 2016 and 2017. The company management is very happy to notify you that your salary has been increased up to $1500 since July 2017. The management also decided that if your performance will be better in 2017 you can be announced employee of the year and an increment of $1000 will be added to your salary.

Best of Luck

Signatory Authority HRD Head