REF: \_\_\_\_\_\_\_\_\_\_                                                                                DATE: \_\_\_\_\_\_\_\_\_

**Employee Name**

Employee Code: 9828

Designation

**Subject: Letter of Increment**

Dear (**Candidate Name**)

We are pleased to inform you that keeping in view of your good performance at your work place and 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 1st April 2017.

Please note that your annual CTC w.e.f. April 01, 2017 will be Rs.9.25 lac pa.  (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 of employees.

We are sure that this will motivate you and you will strive to continuously improvement in your performance in future also.

Yours faithfully,

For (Company Name)

**Name of the Manager**

**Designation**