Date \_\_\_\_\_\_\_\_\_

Mr.\_\_\_\_\_\_\_\_

Designation

Employee Code

**Subject :  Reward of Salary Increment on Good Performance**

Dear,

**Congratulations!**

In recognition of your previous performance we are glad to inform you that the company has decided to give you an increment of Rs \_\_\_\_\_\_\_\_\_/- and your restructured salary shall be Rs \_\_\_\_\_\_\_\_\_-/ CTC per month will be \_\_\_\_\_\_\_\_\_\_

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 of 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**