

Acme Corporation Ltd.

1234 Business Avenue, City, Country

Phone: (555) 123-4567 | Email: hr@acmecorp.com

Date: 12 June 2024

Ref No: HR/INC/2024/081

To,

Mr. John Doe

Employee ID: 10247

Software Engineer

Acme Corporation Ltd.

Subject: Annual Increment Approval for Payroll Processing

Dear Mr. Doe,

We are pleased to inform you that based on your performance review and as part of our annual compensation review process, your annual increment has been approved effective from **01 July 2024**. The approved increment details are as follows:

Current Gross Salary	: \$54,000 per annum
Approved Increment	: \$3,000 per annum
Revised Gross Salary	: \$57,000 per annum
Effective From	: 01 July 2024

Kindly note that the revised salary will be processed through payroll starting from July 2024 and shall reflect in your payslip for that month.

Please feel free to contact the HR department for any queries regarding your increment.

We appreciate your continued contribution towards the growth of the organization.

Best wishes for your future endeavors with us.

Sincerely,

Jane Smith

Manager – Human Resources

Acme Corporation Ltd.

Important Notes:

- This letter serves as official approval for payroll processing of the annual increment.
- Keep a copy of this document for your records and any future reference.
- Increments are subject to company policies and may vary based on individual performance.

- All figures mentioned are gross and subject to applicable statutory deductions.
- Contact the HR department immediately in case of any discrepancies in the increment or payroll processing.