

ABC Corporation Ltd.
123 Business Road
Mumbai, Maharashtra, 400001

Date: 10th June 2024

To,
Mr. Rajesh Sharma
Software Engineer
Employee ID: 4578
ABC Corporation Ltd.

Subject: Performance-Based Salary Increment Letter

Dear Mr. Sharma,

We are pleased to inform you that in recognition of your outstanding performance and valuable contributions during the past year, the management has decided to revise your annual salary.

Effective from 1st July 2024, your gross annual salary will be increased from ₹7,00,000 to ₹8,50,000, in accordance with the Performance-Based Salary Increment Policy of the Company.

Your dedication, strong work ethic, and achievement of key performance indicators have been instrumental to the success of your team and the organization. We look forward to your continued commitment and excellent contributions in your role.

Please acknowledge receipt of this letter as acceptance of the increment and updated terms.

Sincerely,

Amitabh Desai
HR Manager
ABC Corporation Ltd.

Important Notes:

- This letter is confidential and intended solely for the employee mentioned above.
- Performance-based increments are determined by annual appraisals and management discretion.
- The revised salary structure may affect other benefits or statutory deductions.
- Retain this letter for future reference and official HR documentation.