

[Company Name]

[Company Address Line 1]
[Company Address Line 2]
[City, State ZIP Code]

Date: [Date]

To,

[Employee Name]
[Employee Designation]
[Department]
[Employee ID (if applicable)]

Subject: Salary Increment Letter

Dear [Employee Name],

We are pleased to inform you that in recognition of your performance and contribution to the organization, your salary has been revised as per the following details:

Previous Salary: [Previous Salary Amount]

Revised Salary: [New Salary Amount]

Effective From: [Effective Date of Increment]

We appreciate your hard work and dedication. We look forward to your continued success and valuable contributions to [Company Name].

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]

Important Notes:

- This letter should be kept as a record for payroll processing and employee files.
- Salary increment is subject to company policies and periodic performance reviews.
- Contact HR for clarification about the updated compensation structure.
- Changes in salary may impact statutory deductions as per prevailing laws.