

**[Company Name]**

[Company Address Line 1]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Date: [Date]

To,

[Employee Name]

[Employee Designation]

[Department]

**Subject: Annual Salary Increment Letter**

Dear [Employee Name],

We are pleased to inform you that, based on your performance and your valuable contribution to the organization, your annual salary has been revised effective from [Effective Date].

Your new annual gross salary will be **[New Salary Amount]**.

This increment reflects our appreciation of your dedicated efforts and commitment to your role. We hope that you will continue to deliver your best and contribute positively to the growth of [Company Name].

Please contact the HR department if you have any queries regarding the increment.

Congratulations and we look forward to your continued contributions.

Sincerely,

[Manager's Name]

[Manager's Designation]

[Company Name]

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(Signature)

**Important Notes:**

- This letter serves as an official document of the salary revision and should be kept for your records.
- Ensure all personal and salary information is accurate before issuing.
- The document may be required for banking, visa, or loan applications.
- Consult HR if you need clarification regarding the new compensation structure.