

# Sunrise Technologies Pvt. Ltd.

45 Business Park Avenue,  
Sector 21, New Delhi – 110077  
Phone: +91 98250 12345

Date: 14 June 2024

To,  
Mr. Arjun Mehta  
Software Engineer  
Employee ID: ST-0321

## Subject: Formal Notification of Salary Increment

Dear Mr. Mehta,

We are pleased to inform you that in recognition of your consistent hard work, dedication, and remarkable contribution to the development team, your salary has been reviewed and revised.

Effective from **1 July 2024**, your revised annual gross salary will be **₹9,00,000 (Nine Lakhs only)** as per company policy. All other terms and conditions of your employment remain unchanged.

We appreciate your valuable contributions and look forward to your continued commitment and exemplary performance.

Congratulations on your well-deserved increment.

Regards,

**Ritika Sharma**

HR Manager  
Sunrise Technologies Pvt. Ltd.

### Important Notes:

- This letter serves as the formal record for salary revision and should be kept confidential.
- Effective date and new salary amount must be clearly stated.
- The employee's details such as name, designation, and employee ID should be accurate.
- Always get the letter signed by an authorized person from HR or management.
- Any queries regarding this increment should be addressed within the company policies.