

Increment Announcement Letter

Ref: HR/INC/2024/092

Date: June 26, 2024

To,
Mr./Ms. [Employee Name]
[Employee Designation]
[Department]
[Company Name]

Dear [Employee Name],

We are pleased to announce an increment in your salary in recognition of your hard work, consistent performance, and dedication to your responsibilities.

With effect from [Effective Date], your revised annual CTC will be **[New Salary Amount]**.

We appreciate your valuable contribution to [Company Name] and look forward to your continued commitment and excellence in the years ahead.

Please contact the HR department if you need further clarification regarding this increment.

Regards,
[Authorized Signatory]
[Designation]
[Company Name]

Important Notes:

- This document is an official communication regarding salary revision.
- Ensure the effective date and revised amount are verified before release.
- The letter should be signed by the authorized signatory.
- Keep a copy of the letter in the employee's personnel file for future reference.
- Any queries regarding the increment should be directed to the HR department.