

Date: [Insert Date]

To,

[Employee Name]

[Employee ID]

[Designation]

[Department]

[Company Name]

Subject: Performance-Based Salary Increment Letter

Dear [Employee Name],

We are pleased to acknowledge your valuable contributions and outstanding performance during the review period. Based on your consistent dedication and achievement of set goals, we are happy to inform you of a revision in your salary structure effective from [Effective Date].

Details of Salary Increment:

- **Current CTC:** [Current CTC Amount]
- **Revised CTC:** [Revised CTC Amount]
- **Increment Percentage:** [Increment %]

The increment is awarded as a recognition of your hard work, professionalism, and commitment towards organizational objectives. We hope you will continue to maintain and enhance your performance in your role.

Please sign and return a copy of this letter as your acknowledgement and acceptance of the increment and revised terms.

Sincerely,

[Name]

[Designation]

[Company Name]

Important Notes:

- This letter is based on verifiable performance metrics and appraisal outcomes.
- Increment is governed by company policy and may vary in future evaluations.
- The details must be reviewed and customized before official use.
- Maintain confidentiality of the increment information.
- Consult HR for clarification regarding terms or appraisal process.