

[Company Name]

[Company Address]

[City, State, ZIP]

[Phone/Email]

Date: [DD/MM/YYYY]

To,

[Employee's Name]

[Employee's Designation]

[Department]

Subject: Salary Increment Letter

Dear [Employee's Name],

We are pleased to inform you that, in recognition of your hard work, dedication, and contributions to the organization, your salary has been revised with effect from [Effective Date].

Your new annual salary will be **[New Salary Amount]**, which will be reflected in your monthly pay starting from [Month, Year]. Other terms and conditions of your employment remain unchanged.

We appreciate your continued commitment and look forward to your valued contributions to [Company Name].

Please sign and return a copy of this letter as a token of your acceptance.

Sincerely,

[Authorized Person Name]

[Designation]

[Company Name]

Important Notes:

- This letter serves as an official record of the salary increment.
- Ensure all relevant details (names, dates, amounts) are accurate before issuing.
- The employee's acceptance/acknowledgment should be documented for HR records.
- Salary increments should comply with company policy and applicable employment laws.
- Maintain confidentiality regarding compensation details.