

Company Name  
Company Address  
City, State, ZIP

June 27, 2024

Employee Name  
Designation  
Department

**Subject: Salary Increment Letter**

Dear [Employee Name],

We are pleased to inform you that, in view of your performance and dedication, your salary has been revised with effect from [Effective Date].

Your new monthly/annual salary will be [New Salary Amount]. All other terms and conditions of your employment remain unchanged.

We value your contribution to the organization and look forward to your continued commitment and excellence.

Congratulations!

Regards,  
**[Manager Name]**  
[Designation]  
[Company Name]

**Important Notes:**

- Always customize the template with updated employee and company details.
- Clearly mention the effective date and revised salary amount.
- Keep a signed copy for company records.
- Communicate any changes in employment terms, if applicable.
- Ensure confidentiality of employee compensation details.