

Annual Salary Increment Memo

Memo No: HR/2024/067 | Date: June 20, 2024

To:

Mr./Ms. [Employee Name]

[Employee Designation]

[Department]

Subject:

Annual Salary Increment

Dear [Employee Name],

We are pleased to inform you that, in recognition of your contributions and performance, your annual salary has been revised as per the details given below, effective from [Effective Date]:

Current Gross Salary: [Current Salary]

Revised Gross Salary: [New Salary]

Increment Amount: [Increment Amount]

We appreciate your commitment and dedication towards your work. We look forward to your continued efforts in contributing to the success of the company.

Please sign the acknowledgement below to confirm receipt and acceptance of this memo.

Acknowledgement by Employee

Signature

Date: _____

Authorized By

[HR/Manager Name]

[Designation]

Important Notes:

- This memo serves as an official document regarding the employee's annual salary increment.
- All increment details are confidential and specific to the employee mentioned.
- Any queries regarding the increment should be addressed to the HR department.
- The increment is effective from the date specified above unless otherwise communicated.
- Keep a signed copy of this document for your records.