

Salary Increment Letter Format
[On Your Company Letterhead]



(Date _____)
(Employee Name _____)
(Designation _____)
(Employee Code, _____)

Subject: Increment on (reason)

Dear (Employee Name)

After carefully considering your performance and contributions to [Company Name], we have decided to grant you a salary increment.

Effective [Date], your new annual salary will be [New Salary]. This adjustment reflects your hard work, dedication, and valuable contributions to our team's success.

This increase is well-deserved and aligns with your skills and accomplishments. We value your commitment to [Company Name] and look forward to continued excellence in your role.

Please feel free to contact [HR Contact Person] for any further details regarding this salary increment.

Once again, congratulations, and we appreciate your ongoing dedication to [Company Name].

Sincerely Yours
(HR Name)
(HR Signature / Authorized Signature)
[Contact Information]