**Date:**

To,

Employee Name

Designation

Department

**Subject: Increment Letter**

Dear \_\_\_\_\_\_\_\_\_\_\_,

We congratulate you for your hard work, enthusiasm, and continuous effort in meeting the organization objective.

On reviewing your performance for the year \_\_\_\_\_\_\_, we are glad to announce an increment of Rs \_\_\_\_\_\_\_\_\_\_\_ on your existing salary with effect from \_\_\_\_\_\_\_\_\_.

We expect you to keep up your performance in the years to come and grow with the organization.  
  
Please sign and return the duplicate copy in token of your acceptance, for our records.  
  
Congratulations and best wishes!

**For Company Name**

**Authorised Signatory**