

Salary Increment Letter Format

(Date)

(Employee Name)

(Designation)

(Employee Code, if Any)

Subject: Increment on (reason)

Dear Mr./Ms. _____,

Dear (Employee Name) We would like to congratulate you on completion of the _____ Year with us. We are pleased to inform you of your salary increase effective from_____. The amount of your salary increase is ₹INR_____. We understand that this is a substantial increase in your pay and we appreciate your hard work and dedication to our company.

We also want to take this opportunity to thank you for all of your contributions over the past year. Your performance has been exemplary and we appreciate the valuable advice and guidance you have provided during this period.

Please accept this letter as formal notification of your salary increase and as a gesture of appreciation from the management team at _____.

Best Wishes

Sincerely Yours

(HR Name)

(HR Signature / Authorized Signature)