

Ref No: \_\_\_\_\_

Date: \_\_\_\_\_

Mr. \_\_\_\_\_

Designation: \_\_\_\_\_

Employee Code: \_\_\_\_\_

Branch: \_\_\_\_\_

**Subject: Annual Increment Letter**

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

We are pleased to inform you that taking into consideration your performance; company management has revised your monthly salary from **Rs.** \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only) to **Rs.** \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) w.e.f \_\_\_\_\_. All other terms and conditions of your employment will remain the same.

We hope that you will keep working with your full commitment and dedication; paving the way for new developments and achievements for the company.

Wishing you good luck for your future endeavors.