**Date:   
To,  
Ms. XYZ  
ADDRESS  
  
Sub: Increment Letter  
  
  
Dear Ms. XYZ,  
  
Congratulations!!!   
  
Consequent to the review of your performance during the period of Date of Joining to Date prior to increment, we have pleasure in informing you that, w.e.f Date of increment your salary is being increased as follows:   
  
Break up of Revised Salary:  
  
  
  
  
  
  
  
  
The other terms and conditions of your appointment remain unchanged.   
  
We look forward to your valuable contributions and wish you all the very best for a rewarding career with the organization.   
  
Please sign the duplicate copy of this letter as a token of acceptance of the same.   
  
For, Co. Name   
  
Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Signature of the employee: ¬¬¬¬¬¬¬¬¬¬¬¬¬\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Regards,   
  
For Director Operations  
  
  
Co.Address**