

[Company Logo]  
[Company Name]  
[Company Address]  
[City, State ZIP Code]  
[Date][Employee Name]  
[Employee Address]  
[City, State ZIP Code]

RE: SALARY INCREMENT

Dear [Employee Name],

I am pleased to inform you that your hard work, dedication, and contributions to [Company Name] have been recognised and valued. As a result, we are pleased to offer you a salary increment effective from [Effective Date]. We believe that this increment reflects your performance and commitment to the company's success. Your new salary will be [New Salary Amount] per [month/year], which represents an increase of [Salary Increment Percentage/Amount] from your current salary. Please note that this increment will be reflected in your [Payroll/Salary] from [Effective Date]. We want to express our appreciation for your continued effort and dedication to your work. Your outstanding performance and commitment have positively impacted the company, and we value your contributions. We are confident that you will continue to excel in your role and contribute to the success of [Company Name]. Once again, congratulations on your well-deserved salary increment. We look forward to your continued contribution to the company's success.

Should you have any questions or require any further information, please do not hesitate to contact [HR/Manager/Supervisor Name] or [HR/Manager/Supervisor Email/Phone Number].

Thank you for your commitment and dedication to [Company Name].

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]