

[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 delighted to inform you that your exceptional performance and dedication to [Company Name] have not gone unnoticed. As a result, we are pleased to offer you a well-deserved salary increment, effective from [Effective Date]. This salary increment reflects your valuable contributions 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. This increment will be reflected in your [Payroll/Salary] from [Effective Date]. We want to express our appreciation for your hard work, dedication, and outstanding results. Your commitment to achieving our company's goals has been commendable, and we value your contributions. We are confident that you will continue to excel in your role and significantly impact the success of [Company Name]. Once again, congratulations on your well-deserved salary increment. We are grateful for your continued commitment to [Company Name] and look forward to your continued contributions to the company's growth.

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

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

Sincerely,

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