

Company Name

Company Address Line 1

Company Address Line 2

Date: _____

To,

[Employee Name]

[Employee Designation]

[Department]

[Employee Address]

Subject: Increment Letter for Merit-Based Salary Revision

Dear [Employee Name],

We are pleased to inform you that, in recognition of your outstanding performance and valuable contribution to our organization, your salary has been revised as part of our annual merit-based increments. This revision is effective from [Effective Date].

Your revised compensation details are as follows:

- Previous Gross Salary: [Previous Salary]
- Revised Gross Salary: [Revised Salary]

This increment reflects our appreciation for your dedication and commitment towards achieving the organization's goals. We expect your continued excellence and contribution in the future as well.

Please acknowledge the receipt of this letter as confirmation of your acceptance of the revised terms.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]

[For Office Use Only]