

[Company Name]
[Company Address]
[City, State, ZIP]
[Date]

[Manager's Name]
[Manager's Position]
[Department]

Salary Increment Letter

Dear [Manager's Name],

We are pleased to inform you that, based on your exceptional performance and valuable contributions to [Department/Team] at [Company Name], you have been awarded a salary increment as part of our performance-based pay adjustment program.

Effective [Effective Date], your new annual salary will be [New Salary Amount], reflecting an adjustment in recognition of your achievements over the past review period. Your dedication to meeting organizational objectives, leading your team to success, and consistently exceeding expectations has been commendable.

We thank you for your hard work and commitment to the company. We look forward to your continued success and positive impact within [Company Name].

If you have any questions regarding this adjustment, please feel free to reach out to the Human Resources department.

Sincerely,

[Your Name]
[Your Position]
[Company Name]