

Date: \_\_\_\_\_

To,  
[Employee Name]  
[Designation]  
[Department]  
[Company Name]

**Subject: Pay Increment Confirmation Letter**

Dear [Employee Name],

We are pleased to inform you that, in recognition of your valuable contributions and consistent performance, your salary has been revised as per the company's increment policy.

With effect from [Effective Date], your new salary will be [New Salary Amount] per [Month/Year], as discussed and agreed upon.

We appreciate your dedication and commitment to your role and look forward to your continued contributions to [Company Name].

Please sign and return a copy of this letter as acknowledgment of your acceptance of the revised compensation.

Congratulations on your well-deserved increment!

Sincerely,

[Manager's Name]  
[Designation]  
[Company Name]

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Employee Signature & Date