

Performance-Based Salary Increment Notice

Company Name
Company Address

Date: _____

To: [Employee Name]

Position: [Employee Position]

Department: [Department]

Dear [Employee Name],

We are pleased to inform you that, based on your outstanding performance, dedication, and contributions to the team, your salary has been reviewed and adjusted in accordance with our performance-based appraisal system.

Effective Date: _____

Previous Salary: _____

New Salary: _____

We appreciate your hard work and commitment. We look forward to your continued success and growth with our organization.

Please sign below to acknowledge receipt and understanding of this notice.

[Authorized Signatory]

[Position]

[Employee Name]

[Employee Signature]