

Company Name

Company Address Line 1

Company Address Line 2

Date: _____

To,

Employee Name

Employee Position

Department

Subject: Salary Increment Letter for Performance-Based Compensation Adjustment

Dear [Employee Name],

We are pleased to acknowledge your continued contributions and outstanding performance during the recent performance review period. Your dedication, professional attitude, and measurable achievements have played a significant role in helping the organization achieve its objectives.

In recognition of your efforts, we are happy to inform you that your gross monthly salary has been revised from [Current Salary] to [New Salary], effective from [Effective Date]. This adjustment reflects our appreciation for your hard work, commitment, and the value that you bring to the team.

Please note that the other terms and conditions of your employment remain unchanged.

We look forward to your continued excellence and contribution to the organization.

Congratulations!

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]