Date:

**Salary Increment Letter**

**To,**

**Name:**

**Employee Id:**

**Designation:**

**Congratulations!!!**

Having reviewed your performance for the past year, we are happy to inform you that you have met the expectations of the role.

Additionally, in recognition of your performance your compensation is being revised to Rs. 4,20,000/- per annum effective April 2015. Please refer the details below.

|  |  |
| --- | --- |
| Components | Per Annum |
| Basic | 158160 |
| HRA | 79080 |
| Medical Allowance | 15000 |
| Superannuation Allowance | 71172 |
| Special Allowance | 86988 |
| Conveyance | 9600 |
| Total CTC | 420000 |

We hope better performance from you in coming years. Wish you all the best.

Your Faithfully

For Company Name

XXXX

Hr Manager