

Company Logo

Company Name

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

Company Name
Address