**Company Name** Date: [00/00/0000]  
Address:

Phone #:

**Mr.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Dear Mr. \_\_\_\_\_\_\_\_,**  
  
*Consequent to the review of your performance during the period of [00/00/0000] to [00/00/0000], we have pleasure in informing you that, w.e.f. [00/00/0000] your salary is being increased as follows:*  
  
Break up of Salary  
Salary Head Existing Revised  
**Basic:** XXXX – XXXX  
**HRA:** XXXX – XXXX  
**TA:** XXXX – XXXX  
**Gross Per Month:** XXXX – XXXX  
**Gross Per Annum:** XXXXXX– XXXXXX  
**Annual Fixed Gross Cost:** XXXXXX – XXXXXX

**Annual Total Cost:** XXXXXX – XXXXXX

**Mobile Reimbursement / Annum:** XXXXX – XXXXX  
**Fixed Amount / Annum:** XXXXXX – XXXXXX  
**EX-Gratia:** XXXXXX – XXXXXX

**Other Allowance:** XXXX – XXXX

1. *The other terms and conditions of your appointment remain unchanged.*
2. *We look forward to your valuable contributions and wish you all the very best for a rewarding career with the organization.*
3. *Please sign the duplicate copy of this letter as a token of acceptance of the same.*

*For,*  
  
**Company Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
  
*Print the same in duplicate and take one letter as receipt of acceptance.*

**Regards,**  
[Name], [Designation], [Email Address]

***Salary Increment Template***