**INCREMENT LETTER**

***DD/MM/ YYYY***

***First and Last Name***

***Employee ID  
Designation***

***Location***

Dear ***(Employee Name),***

Congratulations!

We take this opportunity to “Thank you” for your valuable efforts invested in carrying out your responsibilities effectively.

Based on your performance assessment management is pleased to award with an increase in your Annual CTC.

Effective from \_\_\_\_\_\_\_\_\_\_\_\_ ***(effective date)*** your revised CTC is/ will be \_\_\_\_\_\_\_\_\_\_ (rupees in amount) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only/- (rupees in words) of all inclusive.

The Annexure I attached herewith gives you a detailed breakup of revised CTC.

The above CTC revision is based on your performance, \_\_\_\_\_\_\_\_\_\_\_\_ ***(Company Name)***, annual compensation budget, relative market, compensation and comparison internally.

All the other terms and conditions of your employment remain unchanged.

We are extremely confident that you will lead the team with Great Spirit and excel in future with great success and take the business to the next level.

We wish you all the very best for your success. Keep up the good work!

***Name and Signature of Authorized Signatory***

***Designation***

***Organization seal***