**Increment Letter**

[Company Name]

[Company Address]

[Date]

[Employee's Name]

[Employee's Address]

Subject: Salary Increment

Dear [Employee's Name],

We are pleased to inform you that, effective [Effective Date], your salary will be increased to [New Salary] per annum in recognition of your excellent performance and contributions to [Company Name].

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]