[Date]

Dear [Employee’s Name],

**Subject:** **Salary increment notification**

We are pleased to inform you that based on your performance and contributions to [Company Name], we have decided to grant you a salary increment.

Effective from [Effective Date], your new salary will be [New Salary Amount] per **[month/year].** This increment reflects our appreciation for your hard work, dedication, and the value you bring to the team.

Your updated salary details will be reflected in your [next pay slip/coming payroll cycle]. Should you have any questions regarding this increment or need further clarification, please feel free to reach out to us.

Once again, congratulations on your well-deserved increment. We look forward to your continued contributions and success at **[Company Name]**.

Sincerely,

[Your name]  
[Your position]  
[Company name]