To

**Emp Name**

**Emp Designation**

**Emp Department**

**Subject:** Increment Letter

We take this opportunity to thank you for your valuable contributions to our business performance during the Financial Year \_\_\_\_\_\_\_.

Your performance in the role was reviewed and your overall performance was rated **«Rating»**.

This achievement is creditable and we look forward to your continued growth and development as you reach new heights of personal and professional growth.

In conjunction with your performance rating , your revised CTC for FY \_\_\_\_\_\_\_ effective from 1st day of April \_\_\_\_\_\_\_ is Rs. **«CTC»**/- per annum as per Annexure ‘A’ which comprises of:

* Rs. **«Fixed»**/- per annum as a fixed component of the pay plan , and
* Rs. **«Variable»**/- per annum as a variable component of the pay plan which is linked to Company's Annual Performance (CAP). This CAP will be a common metric for all members of the organization and will be reviewed at the end of each 6 month period of the financial year

Your salary details are strictly private and confidential and details in this letter must not be disclosed and discussed with others.

The year ahead is full of challenges. While the organization is at the cusp of unprecedented growth and achievement, the overall economic health of the country and global economy is very poor. Costs have gone up exponentially whereas consumer spending, advertising and other income sources are under severe pressure.

Under such demanding circumstances it requires exceptional performance from all of us to achieve our goals. We are confident that you will rise to this challenge and pool in your energies, competencies and commitment to achieve new heights.

We take this opportunity to thank your family for having supported you to deliver your best in \_\_\_\_\_\_.