**To Place:**

The Employee Name, Date:

Employee ID,

Designation,

Department.

**Sub: Salary increment.**

Dear Mr. /Ms. \_\_\_\_\_\_\_\_\_(Employee Name),

With reference to your request for a salary increment, we are glad to provide a 25% hike on your current CTC.

Please note that your current CTC is \_\_\_\_\_\_\_\_\_\_\_\_ Rs, after increment your new CTC will be \_\_\_\_\_\_\_\_\_\_Rs. The new CTC will be effective from \_\_\_\_\_\_\_\_\_\_(Date).

You are one of the precious employees of the company and hope the increment will motivate you to work with more passion and enthusiasm.

Kindly contact the HR department to know more details about your salary breakup.

Best Regards.

For the **Company Name**,

Authorized Signatory.