To                                                          Date:

Ms. Anuradha Uppalapati,          Place:

Senior Quality Executive,

The ABC Private Ltd.

Sub: Increment Letter

Dear **Ms. Anuradha,**

We would like to convey our hearty congratulations for your hard work and dedication towards organization objectives and it is our pleasure to announce an increment of **10000** Rs to your gross salary per month, and the revised salary will be effective from **01 November 2021**.

The new revised salary details will be

* Previous Salary: 30,000 /-
* Increment: 10,000 /-
* New Salary:  40,000 /-

For remaining salary breakup details and other terms and conditions please contact the HR department.

We look forward to your valuable contributions to the organization and wishing you a great career ahead.

Please sign the duplicate copy of this letter as a token of acceptance of the same.

The ABC Private Ltd,

Executive Director.