To            Place:

Mr. Raghuram Konuru,              Date:

Sales Executive,

The ABC Private Ltd.

Sub: Increment Letter

Dear Mr.**Raghuram**,

We are pleased to inform you that after evaluating your performance we are pleased to inform you that your salary has been revised W.E.F **1 November 2021**, and the new salary structure will be:

* Previous Salary: 25000 /-
* Increment: 7000 /-
* New Salary:  32000 /-

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.