**Increment letter template**

Name: ------------------------------------------------------------- Date: --/--/----

Title: ----------------------------------------------------------------

Department: ---------------------------------------------------

**SUBJECT: INCREASE IN MONTHLY SALARY WITH THE EFFORT FROM NEXT MONTH**

Dear ………………………….. [Name]

Management is pleased to announce that a rise of sum -------------------------- [Amount] is approved as increment /increase, in admiring your dedication and sincere performance of duties in year --------------- [Year]. This increment /increase will effect from ------------------------ [Date, month].

We are hopeful that you will continue to work with more dedication and sincerity to the best of your possible efforts.

Wish you all the best,

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**Signing Authority**