[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Salary Increment Announcement**

Dear Sir/Madam,

It is my pleasure to inform you on behalf of the management of [mention Organization Name] that your salary has been incremented by [mention Amount by which the salary is incremented] per annum. From now on, your per annum salary will be [mention New Amount of Salary].

This increment is due to your dedication and loyalty to your work. Your extraordinary performance on different projects has led us to take this decision. I hope that you will keep performing like that in the future and that your efforts and expertise will keep benefiting the organization.

Best of Luck!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]