Salary Increment Letter

Following the annual review, your compensation is revised as below.

Company

COMPANY NAME

CIN OR REGISTRATION NO.

REGISTERED ADDRESS

Employee

EMPLOYEE NAME

EMPLOYEE ID

DATE OF JOINING

DESIGNATION

DEPARTMENT

Revision

PERFORMANCE RATING

EFFECTIVE DATE

PREVIOUS CTC (₹)

REVISED CTC (₹)

INCREASE (%)

Your compensation is confidential. Please do not discuss it with colleagues.

Employee acknowledgement

☐ I acknowledge the revised compensation.

Signed electronically under the Information Technology Act, 2000.

Company

SIGNATURE

PRINTED NAME

DATE

Employee

SIGNATURE

PRINTED NAME

DATE