

Date: [Insert Date]

To,  
[Employee Name]  
[Designation]  
[Department]  
[Company Name]

**Subject: Salary Increment in Recognition of Outstanding Achievements**

Dear [Employee Name],

We are pleased to inform you of an adjustment to your salary, effective [Effective Date], in recognition of your **outstanding achievements** during your tenure with [Company Name]. Your remarkable performance, unwavering dedication, and ability to consistently exceed expectations have contributed significantly to the success and growth of our organization.

This increment is a testament to your valuable contributions and the high standards you set within your role. Your commitment not only motivates those around you but also plays an integral part in achieving our collective goals.

The details of your revised compensation are as follows:

**Current Salary:** [Current Salary]  
**Revised Salary:** [Revised Salary]  
**Effective From:** [Effective Date]

We sincerely appreciate your exemplary efforts and encourage you to maintain this level of excellence. Should you have any questions regarding this adjustment, please feel free to reach out to the Human Resources department.

Congratulations on your well-deserved recognition. We look forward to your continued growth and success with [Company Name].

Sincerely,  
[Your Name]  
[Designation]  
[Company Name]