Ref.: _____ Date: _____

_____

Subject: Salary increment

Dear _____,

We are pleased to inform you that your monthly gross salary has been revised from ₹ _____ to ₹ _____ with effect from _____.

Your revised monthly salary structure is as follows:

COMPONENT	AMOUNT (₹)
Basic pay	
Dearness allowance	
Gross per month	

All other terms and conditions of your employment remain unchanged.

Please keep your salary details confidential.

Yours sincerely,
For _____

_____

Received.

Signature _____ Name _____ Date _____