[**Salary Increment Letter Format**](http://www.yourhrworld.com/formats/hr/salary-increment-letter-format/)

Date:

Dear Mr.*,*

In recognition of your performance and contribution to the organization during the appraisal period 2008-2009, your monthly CTC is being revised to Rs.      /-(Rupees and no paisa) w. e. f.

Your revised Compensation and Benefits Structure is given below for your reference.

COMPENSATION AND BENEFITS STRUCTURE

|  |  |  |
| --- | --- | --- |
| Components | Monthly          Rs. | Annual              Rs. |
| Basic |  |  |
| House Rent Allowance |  |  |
| Professional Development Allowance |  |  |
| Conveyance |  |  |
| Helper Allowance |  |  |
| Medical Reimbursement |  |  |
| Meal Vouchers |  |  |
| Other Allowance |  |  |
| Monthly Gross |  |  |
| Annual Gross |  |  |
| Mobile reimbursement |  |  |

 Apart from the above CTC you are eligible to claim official tour expenses as per the company policy.

* Mobile expenses exceeding Rs.700 will be deducted from your monthly salary.
* You will be provided a SIM card with CUG connection. You are requested to handover the SIM card while leaving the organization.

Kindly sign and return the duplicate of this letter as a token of your acceptance.

Wishing you the best for the next year do keep up your good performance.

Cheers!