To
Name of the employee
Company name.

Sub: Increment Letter

Dear ____,

This year has been eventful and challenging for all of us in _____ . We have met the huge challenge of scaling up our business and growing our bottom line.

Your performance during this period has been rated as Exceeds Expectations. We hope that you continue to meet all challenges that we will offer you in the coming year.

We are delighted to inform you that your performance linked incentive for the year 2005-2006 is Rs._____. Congratulations on meriting this reward.

Further your annual compensation for the year 200–200 (w.e.f. April 01, 200) has been enhanced to Rs.___ the break up of which will be communicated to you by Human Resources. All other terms and conditions of your letter of appointment remain unchanged.

Please sign and return the duplicate copy in token of your acceptance, for your records.

Wish you all the best.

VP - HR