Date: \_\_\_\_\_\_\_\_\_\_\_  
Employee Name              \_\_\_\_\_\_\_\_\_\_\_  
Employee Code                 \_\_\_\_\_\_\_\_\_\_\_  
Designation                       \_\_\_\_\_\_\_\_\_\_\_  
Department                       \_\_\_\_\_\_\_\_\_\_\_  
Date of Joining                  \_\_\_\_\_\_\_\_\_\_\_  
Date of New Increment     \_\_\_\_\_\_\_\_\_\_\_

**Subject: Increment for the Year 2013-2014**

The management is pleased to inform you that your salary has been revised w.e.f July 01, 2011 for the fiscal year 2011-12

The details of the increment are as stated below

|  |  |  |  |
| --- | --- | --- | --- |
|  | Revised Salary$ | Current Salary$ | Increase$ |
| Basic | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| House Rent | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| Conveyance | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| Special | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| CLA + Indexation | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| Medical | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| SESA/PESA | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| **Gross Salary per month** | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| Bonus | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| P.F | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| Vehicle Fuel and R/M | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| **Total Salary per month** | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ |

The above gross increment of $ \_\_\_\_\_\_ includes  
$ \_\_\_\_\_\_\_ as Normal Increment  
$ \_\_\_\_\_\_\_ as adjustment increment

We take this opportunity to thank you for your valuable contribution in view of the challenging circumstances imposed by the external environment and look forward to your continued support & efforts to make the year ahead even better in terms of our shared vision.

Sincerely

Authorized Signatory