**#Date#**

To,

**#\*firstname\*# #\*lastname\*#**

Subject: Increment Certificate

Consequent to the decision taken by our HR Team and Management in its meeting held on **#meeting date#** and subsequent to our discussion with you about the same, we are pleased to inform you that it has been decided to increment your Annual CTC package and revised it to **#revised amount#** including applicable taxes, if any, with effect from **#revision date#**.

All the other terms and conditions of your employment will remain the same.

We are confident you will make best use of this increment offered to you and contribute substantially to the success of our organisation as you have done in the past to fully justify the confidence we have placed in you.

We wish you all the best for greater success. Congratulations and keep up the spirit!

For **#\*companyname\*#**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**#Signing Authority Designation#**

**#Signing Authority Name#**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_