Letter **of Performance (Increment) - 1**  
  
  
  
October 13, 2013  
  
<Name>  
<Company>   
<Employee Number>  
  
  
Dear \_\_\_\_\_\_\_  
  
  
Congratulations!

We are thoroughly impressed by your exemplary performance during the year. You are rated as (rate review) by your manager.

As a result of which the company has decided to revise your compensation and increase your CTC by Rs. \_\_\_\_\_\_\_\_\_\_\_ w.e.f. \_\_\_\_\_\_\_\_\_\_. You will also be rewarded with one time performance award of Rs.\_\_\_\_\_\_\_\_ as a token of appreciation.   
  
We look forward to the same zeal and dedication in your work in the year ahead and wish you a wonderful career with our company

Best Regards,   
  
<Name of the Business Leader>  
<Designation>  
<Company>