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>