

Agreement Renewal With Salary Increment Letter Updated Version

Agreement renewal with salary increment letter is an essential document in the professional world, serving as a formal process to extend a current employment agreement while simultaneously updating the employee's salary. This document not only signifies the continuation of the employment relationship but also reflects the organization's acknowledgment of the employee's performance, contributions, and market value through a salary increment. In this article, we will explore the importance of agreement renewal with salary increment letters, the key components involved, the step-by-step process to draft one, and best practices to ensure clarity and legality.

Understanding Agreement Renewal with Salary Increment Letter

What is an Agreement Renewal with Salary Increment Letter?

An agreement renewal with salary increment letter is a formal document issued by an employer to an employee, renewing their existing employment contract for a specified period and updating the salary structure. This letter acts as an official record indicating both parties' consent to continue the employment relationship under revised terms.

Why is it Important?

- Legal Clarity: It provides legal clarity and prevents disputes regarding employment terms.
- Recognition: Acts as recognition of the employee's performance through salary increment.
- Mutual Agreement: Ensures both employer and employee agree on the new terms.
- Record Keeping: Serves as part of official employment records for future reference.

Key Components of an Agreement Renewal with Salary Increment Letter

A comprehensive agreement renewal with salary increment letter should include the following elements:

1. Heading and Introduction

- Title such as ?Agreement Renewal and Salary Increment Letter.?

- Date of issuance.
- Names and addresses of the employer and employee.

2. Reference to the Original Agreement

- Mention of the original employment contract, including date and terms.

3. Termination and Renewal Details

- Clarify the period for which the agreement is renewed.
- Conditions for renewal.

4. Salary Details

- Current salary.
- New salary after increment.
- Effective date of the new salary.

5. Terms and Conditions

- Working hours.
- Job responsibilities.
- Benefits and allowances.
- Other relevant clauses.

6. Signatures

- Signatures of the employer and employee.
- Date of signing.

7. Additional Clauses

- Confidentiality.
- Non-compete agreement.
- Termination clauses.

Step-by-Step Guide to Draft an Agreement Renewal with Salary Increment Letter

Creating an effective and legally sound agreement renewal letter with salary increment involves careful planning and precise drafting. Below are the steps to guide you through the process:

Step 1: Review the Existing Employment Contract

- Understand the original terms.
- Note any clauses related to renewal and increments.

Step 2: Determine the New Terms

- Decide on the new salary amount.
- Confirm the renewal duration.
- Outline any additional benefits or changes.

Step 3: Draft the Letter

- Use a professional tone.
- Include all key components listed above.
- Be clear and concise.

Step 4: Obtain Approvals

- Have the draft reviewed by HR or legal teams.
- Get necessary approvals before issuing.

Step 5: Present to the Employee

- Schedule a meeting to discuss the renewal.
- Present the letter for review and signing.

Step 6: Sign and Distribute

- Ensure both parties sign the document.
- Provide copies for record-keeping.

Sample Template of Agreement Renewal with Salary Increment Letter

``plaintext

[Employer?s Letterhead]

Date: [DD/MM/YYYY]

To,

[Employee?s Name]

[Employee?s Address]

Subject: Agreement Renewal and Salary Increment

Dear [Employee?s Name],

We are pleased to inform you that your employment agreement with [Company Name], originally dated [Original Agreement Date], is hereby renewed for a period of [Renewal Period], effective from [Start Date].

As part of this renewal, your salary will be increased from [Old Salary] to [New Salary], effective from [Effective Date]. This increment reflects your valuable contributions and our appreciation of your continued dedication.

The terms and conditions of your employment remain as outlined in the original agreement, with the following amendments:

- Salary: Updated to [New Salary] per month/year.
- Duration: Valid until [Renewal End Date].
- Other terms: [Include any additional terms or changes].

Please sign below to acknowledge your acceptance of these terms.

We look forward to your continued association with [Company Name].

Sincerely,

[Employer?s Name]

[Designation]

[Signature]

Acknowledgment by Employee:

[Employee?s Name]

[Signature]

Date: _____

...

Best Practices for a Successful Agreement Renewal with Salary Increment

To ensure the renewal process is smooth and legally compliant, consider the following best practices:

- **Clarity and Transparency:** Clearly specify the new salary, effective date, and duration of renewal.
- **Legal Compliance:** Ensure the terms adhere to local labor laws and regulations.
- **Documentation:** Keep signed copies of the agreement for both parties.
- **Communication:** Discuss the renewal and increment openly with the employee.
- **Performance Review:** Base salary increments on performance appraisals to maintain fairness.
- **Professional Language:** Use respectful and professional language throughout the document.

Common Mistakes to Avoid

- Failing to update all relevant terms in the renewal letter.
- Neglecting to obtain proper signatures.
- Overlooking legal requirements related to employment and salary increments.

- Not communicating the reasons for salary adjustments transparently.
- Ignoring the need for consistent documentation.

Conclusion

An agreement renewal with salary increment letter is a vital document that formalizes the continuation of employment under revised terms, primarily focusing on salary enhancement. By clearly outlining the renewal period, salary details, and other employment conditions, both parties can ensure a transparent and legally compliant process. Proper drafting, communication, and documentation not only uphold professionalism but also foster trust and motivation within the workforce. Whether you are an HR professional or an employer, understanding and effectively implementing this process is essential for maintaining a positive and compliant employment environment.

Keywords for SEO Optimization: agreement renewal with salary increment letter, employment renewal, salary increase letter, employment contract renewal, salary increment template, professional employment letter, employee agreement renewal, HR best practices, legal employment documentation

Agreement Renewal with Salary Increment Letter: A Comprehensive Guide for Employers and Employees

In the dynamic landscape of employment, agreements between employers and employees are often subject to review and renewal. An agreement renewal with salary increment letter is a formal process that not only extends the existing employment terms but also reflects changes in compensation, aligning with performance, market standards, or organizational policies. This article explores the nuances of renewing employment agreements with salary adjustments, detailing best practices, legal considerations, and practical tips to ensure clarity and mutual understanding.

Understanding the Concept of Agreement Renewal with Salary Increment

What Is an Agreement Renewal?

An agreement renewal is a formal process through which an existing employment contract is extended beyond its original expiry date. Typically, employment contracts specify a fixed term or are indefinite; however, periodic renewal ensures both parties agree to continue the employment relationship under agreed terms.

The Significance of Salary Increment in Renewals

In most cases, renewal negotiations serve as an opportunity to revisit compensation packages. A

salary increment during renewal reflects recognition of an employee's contributions, market adjustments, or organizational growth. It can motivate employees, improve retention, and align compensation with current industry standards.

Why Combine Renewal with a Salary Increment?

- Retention Strategy: Offering a salary increase can incentivize employees to stay committed.
- Performance Reward: Recognizes individual or team achievements.
- Market Competitiveness: Ensures salary packages remain aligned with industry standards.
- Legal Clarity: Formal documentation reduces ambiguities about employment terms.

The Legal and Practical Framework of Agreement Renewal with Salary Increment

Legal Considerations

- Adherence to Labor Laws: Ensure that the renewal process complies with local labor statutes, including notice periods, employee rights, and contractual obligations.
- Clear Documentation: A renewal letter with salary increment acts as a legal record that both parties agree to the updated terms.
- Contractual Consistency: Amendments or annexures should be consistent with the original agreement, avoiding contradictions.
- Taxation and Benefits: Adjustments in salary may influence tax brackets, social security contributions, and other benefits. Proper documentation ensures compliance.

Practical Steps

- Performance Review and Market Analysis: Base salary increments on performance appraisals and current market benchmarks.
- Drafting the Renewal Letter: Clearly state the new terms, including salary, duration, job responsibilities, and other conditions.
- Negotiation: Engage in transparent discussions with the employee regarding the terms.
- Mutual Agreement: Both parties should agree to the renewal and increment terms before formal documentation.
- Formal Signing: Sign the renewal letter, ensuring both parties retain copies.

Components of a Well-Crafted Agreement Renewal with Salary Increment Letter

A professional renewal letter should be comprehensive yet concise, covering essential contractual

elements:

- Heading and Introduction
 - Clearly label the document as an Agreement Renewal and Salary Increment Letter.
 - Mention the employee's name, designation, and current employment details.
- Reference to Original Agreement
 - Specify the original contract date and details.
 - State the purpose of the renewal and the effective date.
- Terms of Renewal
 - Confirm the extension period (e.g., one year, two years).
 - Outline the scope of work and responsibilities, if any changes.
- Salary Increment Details
 - Clearly state the new salary amount.
 - Specify the percentage increase or the basis for the increment.
 - Mention the effective date of the new salary.
- Other Terms and Conditions
 - Benefits, allowances, or bonuses.
 - Working hours, leave policies, or other employment conditions.
 - Any amendments to existing clauses.
- Confirmation and Signatures

- A statement affirming mutual agreement.
- Signatures of both employer and employee.
- Date of signing.

Sample Structure of a Renewal with Salary Increment Letter

> [Company Name]

> [Company Address]

> Date: [DD/MM/YYYY]

>

> To:

> [Employee Name]

> [Employee Designation]

> [Employee Address]

>

> Subject: Agreement Renewal and Salary Increment

Dear [Employee Name],

We are pleased to inform you that your employment with [Company Name] is being renewed for an additional term of [duration], effective from [start date] to [end date]. This renewal acknowledges your valuable contributions and ongoing commitment to our organization.

In recognition of your performance and in alignment with our compensation review process, your salary will be increased from [old salary] to [new salary], effective from [date].

Please find the detailed terms of your renewal and salary adjustment below:

- Renewal Term: [Start date] to [End date]
- Position: [Position Title]
- Salary: [New Salary], payable monthly/bi-weekly

- Other Benefits: [List any changes or reaffirmations]

We appreciate your dedication and look forward to your continued excellence in your role. Kindly sign below to confirm your acceptance of this renewal and salary adjustment.

Sincerely,

[Employer Name]

[Position]

[Signature]

Acknowledgment and Acceptance:

I, [Employee Name], accept the renewal of my employment and the new salary terms as outlined above.

Signature: _____

Date: _____

Best Practices for Employers and Employees

For Employers

- Timely Communication: Initiate renewal discussions well before the current agreement expires.
- Transparent Negotiation: Clearly explain the rationale behind salary increments.
- Documentation: Maintain proper records of all renewal and increment letters.
- Legal Review: Have legal counsel review contractual documents to ensure compliance.
- Consistency: Apply similar policies fairly across the organization.

For Employees

- Review the Terms Carefully: Understand the scope of renewal and the details of the salary increment.
- Ask Clarifying Questions: Clarify any doubts regarding benefits, responsibilities, or contractual clauses.
- Keep Copies: Retain signed copies for personal records.

- Negotiate Professionally: If the proposed increment or terms are unsatisfactory, approach the employer professionally.

Common Challenges and How to Address Them

Disputes Over Salary Increment Amounts

- Solution: Base increments on transparent criteria such as performance metrics, market data, or company profitability. Document the basis clearly.

Ambiguities in Contract Terms

- Solution: Use precise language and seek legal review to avoid misunderstandings.

Delays in Renewal Processes

- Solution: Plan renewal discussions in advance and establish a timeline for approvals and signatures.

Conclusion

An agreement renewal with salary increment letter is more than just a formal document; it embodies the ongoing relationship between employer and employee. When prepared thoughtfully, it fosters transparency, legal clarity, and mutual respect. Both parties should approach the renewal process with professionalism, ensuring that terms are clear, fair, and aligned with organizational goals and legal standards. With proper documentation and open communication, renewal letters with salary increments serve as vital tools in building a motivated, committed workforce and maintaining a harmonious employment relationship.

Question What should be included in an agreement renewal with salary increment letter? The letter should include details of the renewal date, new salary amount, effective date of the increment, terms of employment, and any other agreed-upon conditions or benefits. How can I ensure the agreement renewal with salary increment is legally binding? Ensure the letter is written clearly, signed by both employer and employee, and includes all essential terms. It may also be advisable to have it reviewed by legal counsel for compliance. When is the appropriate time to send an agreement renewal with salary increment letter? Typically, it should be sent before the current agreement expires, giving sufficient time for review and acknowledgment, usually 30 to 60 days prior. Can an employee negotiate the salary increment mentioned in the renewal letter? Yes,

employees can negotiate terms of the salary increment before signing the renewal letter, ensuring mutual agreement on the revised compensation. What are the common reasons for renewal of agreement with salary increment? Common reasons include performance appreciation, company profitability, service tenure, or as part of periodic salary review processes. Is it necessary to draft a new employment contract for renewal with salary increment? Not always. Often, a renewal letter with updated salary details suffices, but for significant changes or new terms, drafting a new employment contract may be advisable. What should an employee do after receiving an agreement renewal with salary increment letter? The employee should review all terms carefully, seek clarification if needed, and sign the document if satisfied, keeping a copy for their records.

Related keywords: agreement renewal, salary increment letter, employment extension, contract renewal, salary increase letter, employee agreement, renewal notice, salary adjustment letter, employment contract update, compensation increase letter

SALARY INCREMENT LETTER FORMAT FROM EMPLOYER

salary increment letter format from employer

A salary increment letter from an employer is an official document that communicates an employee's salary raise, reflecting appreciation for their hard work, dedication, and contribution to the organization. Such letters serve as formal proof of salary adjustments and help maintain transparent communication between employers and employees. Crafting a well-structured and professional salary increment letter is essential to ensure clarity, boost employee morale, and reinforce organizational policies.

In this article, we will explore the detailed salary increment letter format from an employer, including key components, sample templates, and best practices to create effective and professional increment letters.

Understanding the Importance of a Salary Increment Letter

A salary increment letter is more than just a notification; it is a formal acknowledgment of an employee's performance and value to the organization. It helps:

- Maintain official documentation for HR and payroll records
- Enhance employee motivation and job satisfaction
- Ensure clarity regarding new salary terms and benefits

- Establish a professional communication channel

A well-drafted letter also protects both employer and employee by clearly outlining the terms and avoiding misunderstandings.

Key Components of a Salary Increment Letter from Employer

A professional salary increment letter should include the following essential elements:

1. Header and Employer Details

- Company name and address
- Date of issuance

2. Employee Details

- Employee's full name
- Employee ID or designation
- Department

3. Subject Line

- Clear statement indicating the purpose, e.g., "Subject: Notification of Salary Increment"

4. Salutation

- Formal greeting, e.g., "Dear [Employee Name],"

5. Opening Paragraph

- State the purpose of the letter
- Acknowledge the employee's contributions and performance

6. Details of the Salary Increment

- New salary amount
- Percentage increase (if applicable)
- Effective date of the increment
- Payment frequency adjustments, if any

7. Additional Benefits or Notes

- Bonus, incentives, or perks associated
- Any conditions or expectations

8. Closing Remarks

- Appreciation for continued dedication
- Encouragement for future contributions

9. Signatures

- Signature of the authorized person (manager, HR head)
- Name and designation
- Company seal or stamp (if applicable)

Salary Increment Letter Format from Employer: Sample Templates

Below are detailed templates you can adapt based on your organizational needs.

Template 1: Formal Salary Increment Letter

``plaintext

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

To,

[Employee Name]

[Employee Designation]

[Department]

Subject: Notification of Salary Increment

Dear [Employee Name],

We are pleased to inform you that, in recognition of your excellent performance and dedication, your salary has been revised effective from [Effective Date].

Your new salary will be [New Salary Amount], reflecting a [Percentage]% increase from your previous salary. This adjustment is a testament to your valuable contributions to [Company Name].

We appreciate your continued commitment and professionalism. We look forward to your ongoing contributions and success within our organization.

Should you have any questions regarding this change, please feel free to contact the HR department.

Thank you for your hard work and dedication.

Sincerely,

[Signature]

[Name]

[Designation]

[Company Name]

[Contact Information]

Template 2: Informal Salary Increment Letter

```plaintext

[Company Logo or Name]

[Date]

Dear [Employee Name],

Congratulations! We are happy to inform you that your salary has been increased to [New Salary Amount], effective from [Effective Date].

This increment reflects our appreciation of your efforts and the value you bring to the team. We encourage you to maintain your excellent performance and continue contributing to our shared goals.

Thank you for your dedication.

Best regards,

[Signature]

[Name]

[Position]

[Company Name]

...

## Best Practices for Drafting a Salary Increment Letter

To ensure professionalism and clarity, consider the following best practices:

- **Use Clear Language:** Avoid ambiguous terms; specify the exact salary figures and dates.
- **Maintain a Positive Tone:** Use encouraging and appreciative language to motivate the employee.
- **Be Specific:** Clearly mention the percentage increase, effective date, and any other relevant details.
- **Proofread:** Check for grammatical errors and typos before issuing the letter.
- **Follow Company Policies:** Ensure the letter aligns with organizational procedures and approval hierarchies.

## Additional Tips for Employers

- Personalization: Address the employee by name and tailor the message to reflect their performance.
- Legal Compliance: Ensure the increment complies with local labor laws and contractual obligations.
- Confidentiality: Handle salary information discreetly; share the letter privately.
- Record Keeping: Keep copies of the increment letter in HR files for future reference.

## Conclusion

A well-structured salary increment letter from the employer not only communicates a salary increase but also reinforces appreciation, transparency, and trust within the organization. Using the proper format and including essential details help in maintaining professionalism and employee satisfaction. Whether you choose a formal or informal template, ensure that the letter aligns with your company policies and communicates the message clearly.

By following the guidelines and templates provided, employers can effectively convey salary increments, foster motivation, and strengthen organizational relationships.

Keywords for SEO Optimization:

- salary increment letter format from employer
- salary increase notification letter
- employee salary revision letter
- formal salary increment letter template
- professional salary raise letter
- HR salary increment communication
- sample salary increment letter
- how to write a salary increment letter

Meta Description:

Discover comprehensive salary increment letter formats from employers with templates and best practices. Learn how to communicate salary raises professionally to motivate and retain employees.

Salary Increment Letter Format from Employer: A Comprehensive Guide

When an employer decides to grant a salary increment to an employee, formal communication

becomes essential. The salary increment letter serves as an official document that not only conveys the decision but also clarifies the details surrounding the increase. It ensures transparency, maintains professionalism, and provides a written record for future reference. This guide explores the various aspects of crafting an effective salary increment letter, including its format, key components, tone, and best practices.

## Understanding the Importance of a Salary Increment Letter

A salary increment letter is more than just a formal notification; it is a reflection of the employer's appreciation for the employee's performance and contribution. It also:

- Reinforces the employee's value within the organization.
- Clarifies the details of the new salary structure.
- Acts as a legal document that can be referenced later.
- Enhances transparency and trust between employer and employee.
- Serves as a motivating factor for continued performance.

## Key Components of a Salary Increment Letter Format

A well-structured salary increment letter should contain specific sections that cover all relevant details. Below are the essential components:

### 1. Header and Date

- Organization's Name and Address: Usually placed at the top center or top left.
- Date: The date when the letter is issued, formatted as DD/MM/YYYY or Month Day, Year.

### 2. Recipient's Details

- Employee's Name
- Employee's Designation
- Department
- Employee ID (if applicable)

### 3. Subject Line

- A clear, concise statement indicating the purpose, e.g., "Subject: Notification of Salary

Increment.?

## 4. Salutation

- Formal greeting, e.g., ?Dear [Employee Name],? or ?Dear Mr./Ms. [Last Name],?

## 5. Opening Paragraph

- Express appreciation for the employee?s contributions.
- Mention the purpose of the letter succinctly.

## 6. Main Body ? Details of the Salary Increment

- State the effective date of the increment.
- Specify the new salary figure.
- Mention the percentage increase (if applicable).
- Clarify any other benefits or allowances that are affected.
- Highlight the reason or criteria for the increase, e.g., performance, tenure, or company policy.

## 7. Additional Remarks

- Encourage continued excellence.
- Mention any upcoming assessments or reviews.
- Offer congratulations or appreciation.

## 8. Closing Paragraph

- Reiterate the organization?s appreciation.
- Provide contact information for queries.

## 9. Signatures

- Signed by the authorized person (e.g., HR Manager, Director).
- Name and designation of the signatory.
- Company seal or stamp (if applicable).

## Sample Salary Increment Letter Format

Below is a detailed template illustrating the standard format:

[Organization's Name]

[Organization's Address]

[City, State, ZIP Code]

Date: [DD/MM/YYYY]

To,

[Employee's Name]

[Designation]

[Department]

[Employee ID] (if applicable)

Subject: Notification of Salary Increment

Dear [Employee's Name],

We are pleased to inform you that, in recognition of your dedication and valuable contributions to [Organization's Name], your salary has been reviewed and increased effective from [Effective Date].

Your performance over the past [duration] has been commendable, and we appreciate your commitment to excellence. Based on your achievements and the company's policies, your new salary details are as follows:

- Previous Salary: [Previous Salary Amount]
- New Salary: [New Salary Amount]
- Percentage Increase: [Percentage]%
- Effective Date: [Effective Date]

This increase reflects our appreciation of your hard work and is a testament to the trust we place in

your abilities. Please note that this revised salary will be reflected in your upcoming payslip, and all applicable allowances and benefits will be adjusted accordingly.

We encourage you to continue your excellent performance and contribute to the growth of the organization. Should you have any questions regarding this increment or other related matters, please feel free to contact the HR department.

Once again, congratulations on this well-deserved recognition. We look forward to your continued dedication and success.

Best regards,

[Signature]

[Name of Signatory]

[Designation]

[Contact Details]

[Organization's Seal/Stamp if applicable]

## Best Practices for Drafting a Salary Increment Letter

Creating an effective salary increment letter requires attention to detail and professionalism. Here are some best practices:

### 1. Maintain a Professional Tone

- Use formal language throughout.
- Be respectful and appreciative.

### 2. Be Clear and Concise

- Avoid ambiguity; specify exact figures and dates.
- Keep the message straightforward.

### 3. Personalize the Letter

- Address the employee by name.
- Mention specific achievements or contributions if appropriate.

#### **4. Highlight the Reason for the Increment**

- Performance-based, tenure, company policy, or inflation adjustments.
- Providing context adds transparency.

#### **5. Include All Relevant Details**

- New salary amount.
- Effective date.
- Any changes in allowances or benefits.

#### **6. Proofread and Review**

- Check for grammatical errors.
- Ensure accuracy of figures.

#### **7. Use Official Letterhead**

- Enhances credibility and professionalism.

#### **8. Maintain Confidentiality**

- Handle salary-related information discreetly.

### **Legal and Ethical Considerations**

While drafting and issuing a salary increment letter, consider the following:

- Compliance with Labor Laws: Ensure that the increment aligns with local labor laws and regulations.
- Equality and Non-Discrimination: Be consistent in granting increments to avoid discrimination.
- Documentation: Keep copies of all communication for records.

- Transparency: Be honest about the reasons for salary adjustments.

## Common Mistakes to Avoid

- Vague language: Avoid ambiguous statements like "discussed previously" without specifics.
- Incorrect figures: Double-check salary amounts and percentages.
- Ignoring personalization: Generic letters may seem impersonal.
- Omitting effective date: This can lead to confusion about when the new salary applies.
- Neglecting signatures: Signatures authenticate the document.

## Conclusion

A salary increment letter from employer is a vital document that formalizes the recognition of an employee's contributions through a salary increase. Its proper format, clear communication, and professional tone are essential to maintaining trust and motivation within the workforce. By following the comprehensive structure and best practices outlined above, organizations can ensure their salary increment communication is effective, transparent, and legally sound.

Remember, a well-crafted increment letter not only informs but also motivates, fostering a positive work environment and reinforcing employee loyalty.

**Question** What should be included in a salary increment letter from an employer? A salary increment letter should include the employee's name, designation, current salary, increment amount or percentage, new salary, effective date of the increase, and a formal congratulatory message or appreciation for the employee's performance. **Answer** How can I format a professional salary increment letter from an employer? Start with a formal header, include the date and recipient's details, follow with a clear subject line, then write a respectful salutation. In the body, state the purpose of the letter, details of the increment, and closing remarks. End with a formal sign-off and signature. What is the typical tone of a salary increment letter from an employer? The tone should be formal, positive, and encouraging. It should acknowledge the employee's contributions, express appreciation, and motivate continued performance and growth. Are there any legal considerations to include in a salary increment letter? While a salary increment letter is generally a formal confirmation, it should accurately reflect the agreed-upon terms to avoid misunderstandings. It should also comply with local labor laws regarding salary adjustments and employment terms. Can a salary increment letter be used as a formal document for future reference? Yes, a well-drafted salary increment letter serves as an official record of the salary change and can be used for future reference, salary negotiations, or legal purposes if needed. What is a sample format for a salary increment letter from an employer? A typical format includes the employer's address, date, recipient's name and designation, salutation, body paragraph detailing the increment, closing remarks, and signature. It should be concise, clear, and professional.

**Related keywords:** salary increase letter, salary raise request, employment increment letter, salary adjustment letter, pay raise notification, salary review letter, employment raise format, salary enhancement letter, salary increment email template, employer salary letter

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