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Appraisal increment letter format

Salary increment appraisal letter format in word. How do i write an appraisal letter to my boss. How to write salary appraisal letter. Salary appraisal letter format in word. Appraisal salary increase letter. Appraisal letter format for salary increment. Appraisal vs increment.

Salary Increment Letter Format

Date: _____

Dear Sir: _____

In recognition of your performance and contribution to the organization during the appraisal period 2008-2009, your monthly CTC is being revised to Rs. _____ (Rupees _____ and no paise) w. e. 1.

Your revised Compensation and Benefits Structure is given below for your reference.

COMPENSATION AND BENEFITS STRUCTURE

Components	Monthly Rs.	Annual Rs.
Basic		
House Rent Allowance		
Professional Development		
Advancement		
Conveyance		
Helper Allowance		
Medical Reimbursement		
Meal Vouchers		
Other Allowance		
	Monthly Gross	
	Annual Gross	

PROFESSIONALS AND BUSINESSES PARTICIPATING IN DISCUSSION Vareena Senior Exeutive Human Resources Nikita RodeReward (remuneration) Page 2 Vimala mani I I want increment letter for my own purpose to send to my superior asking for the increment in my salary, can you please help me for that....? Plssss.... 9th September 2008 From Alada, Madras Date Name, Email Designation Subject: Increase in Salary Dear Mr/Ms. Name, You have been with the company for a long time and we consider you as a very valuable member of our team. We particularly like the way you motivate others and have proved to be an excellent team player; in fact your contribution has helped us in every business aspect. We are pleased to inform you that you will be receiving a pay increase effective from January 1, 2008 onwards.

The new structure will be: Old Salary: 50,000 Increment: 11,000 New Salary: 61,000/- per month In addition to the above financial package, please note that the following conditions apply:- I. Income tax will be deducted as per prevailing rates of income tax laws of Pakistan. We look forward to working with you to achieve many more goals together. Thank you and best regards, Sincerely, Affan Farooqi Human Resource Executive 20th June 2009 From Pakistan Hi Everyone, It is time for increment in our company and these formats are of great help to me as I am supposed to prepare the send it to all the employees. Thanks & regards, Savithri 13th July 2009 From Alada, Mumbai dear ; i want to write a latter for increment of my company employees. kindly help me to writ it regards, Amtul 14th July 2009 From Pakistan, Karachi Assalam-alaikum to all i want to send a appraisal latter to my management regarding my employee's good performance.

(Specimen) Letter from Dissatisfied Employee to Company for Low Salary
© Letterheadman.com/2016/08/dissatisfied-employee-letter-for-low-salary-increment.html

Date _____

To
To
(Name of the Boss/HK/Superior Officer)
(Company)
(Designation Name)
(City)

S/b:- Request regarding salary increment

Date Recd. _____

I have been working in the Department as a (designations) for last ____ years and ____ months. During this period I have truly enjoyed my work and have kept going in my best efforts to perform good my work to complete the assigned tasks in time as far as possible at the peak of my own capacity. After all owing the growth of our company, one's own growth is possible.

But I have to sadly inform you that for the last 14 months I haven't received any salary increment. This is causing frustration. Pressure on me in managing any personal and family affairs. As you are aware of the cost of living in the city, it is almost impossible for me to meet the needs of my family and pay for my expenses of Rs. _____ (amount) per month.

I was expecting that at least after every year of my job salary would be increased but since about 14 months have passed and no increment news is communicated to me, I was bound to submit this letter for getting you aware!

I have a family of 6 members including my parents, wife, 2 kids and am 5 members of the family are dependent upon me source of income. Hence, you would appreciate that I need to increase my whole family life would become less tense.

I hope you will consider my request in the right spirit and would not take it otherwise.

Kind request to please consider my application for salary increment.

Thanking you!

Yours sincerely,

(signature)

(Name of the Employee)
(Designation-Department)

kindly help me how to write it or send me format if you have. Regards, Amtul 14th July 2009 From Pakistan, Karachi Megha, The review period means the bygone period for which you are measuring performance. This would be the previous Appraisal year. Assess performance for the previous year and set goals and development plans for the forthcoming year.

Salary Increase Letter

Private and Confidential
Name
Address

Date

Note: This letter should be issued after completing a salary review. Salary increases are relatively straightforward because employees are unlikely to dispute or refuse them! However any other changes to Terms and Conditions of Employment are more complex as they must be done with the agreement of the employees, so if you require assistance with making changes to your employees Terms and Conditions of Employment please contact Corhill HR, via Voscur (Delete this after reading)

Dear Name

Salary Increase

I am pleased to confirm that your basic salary will be increased from xxxx to xxxx per annum with effect from **Date**.

Additionally you will now be entitled to a xxxx car allowance. (Insert terms)

Additionally you will receive a xxxx bonus on xxxx in recognition of your efforts and achievements over the past year.

All other terms and conditions of your contract of employment remain unchanged.

In the meantime, I would like to take this opportunity to thank you for your continued hard work and support.

Yours sincerely,

Name
Job title

Jan 2014 [www.voscur.org](#) 13
Template supplied by Corhill HR

Its a good idea to conduct Mid-year appraisals as well.

Date:

Mr. John Smith
123 Anywhere Street
Anytown, USA 12345

RE: Salary Increase / Employee ID 2414

Dear John,

Based on your annual evaluation on (DATE), the company is pleased to offer you a salary increase of 10%. (NOTE, or: Based on your performance with the company, we are pleased to offer you a merit increase of 10%). This raise increases your wages from \$3,500 per month to \$3,850 per month.

Our records indicate you have been employed with (Company Name) since 2001 and have held the positions of dock supervisor, shipping assistant manager and now hold the position of shipping manager.

Your dedication and performance appraisals have shown you are committed to (Company Name) and as you know, we offer (salary increases/merit increases) to those who standout and shine.

We suggest you take advantage of the company's education/training program which offers continuing education assistance to help you further advance in the company. Please contact Sue Barton in the HR Department for more information on this free employee benefit program.

Your new wages will be reflected in the next payroll cycle (DATE). All normal deductions such as federal, state, social security and Medicare will continue. If you wish to change any exemptions claimed on your W-4, please contact June Johns in the Human Resources Department.

Sincerely,

Jeff Bing
(Title)

CC: Employee File

17th July 2009 From India, Mumbai Hi i would like to request to the management to increase my present housing allowance.so please forward nessary increment letter. 26th September 2009 From Saudi Arabia [QUOTE=amtl;780481]Assalam-o-alaikum to all i want to send a appraisal latter to my management regarding my employee's good performance.

Increment Letter Sample

Date: 29th January 2021

Mr. Rajesh
Network Engineer
Employee Code: 130245

Subject: Letter of Increment

Dear Rajesh,

Congratulations!

In recognition of your previous performance, we are glad to inform you that the company has decided to give you an increment of Rs. 1 LPA, and your restructured salary shall be Rs 6 LPA. The complete detail of your revised salary is highlighted in Annexure "A" of this letter.

We would like to take this opportunity to express our appreciation for your contribution to the organization and hope that you will continue to strive for better results. We hope you will shoulder your new responsibility with full dedication and sincerity.

With best wishes,

Sincerely yours,
XYZ Company

kindly help me how to write it or send me format if you have. Regards, Jitesh Gaikwad, Hicare 17th May 2010 From India, Mumbai Aarti Jaindani 1 HI Amit Seth., Thanks a lot for the format.... I have seen many of your replies and all are very useful... Can i have your personal Email ID. Regards, Aarti. 27th September 2010 From India, Pune It is a common process that every year after completion of financial year employees will expect salary hike from their employer. Even employers will also do performance appraisals and they will be ready with all the required data that how much budget they need to allocate for the salary hike and how much increment should be given to individual employees. No doubt, salary is the best motivational factor for any employee, so employers have to be very careful in dealing with the salary increment process. Here we are not discussing the performance appraisal process and we have some best salary increment letter formats for employees which will be useful to inform your employees about their salary increments. Salary Increment Letter Format For Employee 1 To Mr. Raghuram Konuru, Sales Executive, The ABC Private Ltd. Sub: Increment Letter Dear Mr.Raghuram, We are pleased to inform you that after evaluating your performance we are pleased to inform you that your salary has been revised W.E.F 1 November 2021, and the new salary structure will be: Previous Salary: 25000 /- Increment: 7000 /- New Salary: 32000 /- For remaining salary breakup details and other terms and conditions please contact the HR department. We look forward to your valuable contributions to the organization and wishing you a great career ahead. Please sign the duplicate copy of this letter as a token of acceptance of the same.

The ABC Private Ltd, Executive Director. Salary Increment Letter Format For Employee 2 To Ms. Anuradha Uppalapati, Senior Quality Executive, The ABC Private Ltd. Sub: Increment Letter Dear Ms. Anuradha, We would like to convey our hearty congratulations for your hard work and dedication towards organization objectives and it is our pleasure to announce an increment of 10000 Rs to your gross salary per month, and the revised salary will be effective from 01 November 2021. The new revised salary details will be Previous Salary: 30,000 /- Increment: 10,000 /- New Salary: 40,000 /- For remaining salary breakup details and other terms and conditions please contact the HR department. We look forward to your valuable contributions to the organization and wishing you a great career ahead. Please sign the duplicate copy of this letter as a token of acceptance of the same. The ABC Private Ltd, Executive Director. Also Read An appraisal letter is given to employees after completing their performance review. If done right, it can be a great motivator for employees, ultimately leading to the success of an organisation. Usually, a company's HR department issues appraisal letters to employees. However, if drafting appraisal letters is not your forte, you've come to the right place.

This blog post will discuss everything about appraisal letters and provide free Word (editable) and PDF templates. What is an appraisal letter? An appraisal letter is a written document stating that the employer has noticed the employee's contribution to the organisation. In short, it reflects their hard work, and the outcome enhances their morale. An appraisal letter mentions the strengths and weaknesses of an employee and provides valuable insights. It also helps identify the areas where an employee performed well and what skills they must acquire to perform better during the next appraisal cycle. How to write an appraisal letter? An appraisal letter provides clarity and motivation to an employee. However, you need to ensure that you follow the below-mentioned tips: Since the letter is an official document, it should be issued on the company's letterhead. Start the letter by honestly praising the employees, their work, and accomplishments during the appraisal cycle. While praising, keep the tone professional & polite. If possible, write down the employees' noteworthy achievements in the appraisal letter. Keep it crisp. Mention the details of employees' new salary, revised CTC, increment, and the effective date of the appraisal. Also, include if an employee has received any promotion or bonus. At the end of the letter, you can spend a little bit of time providing some constructive criticism based on the employee's performance during the cycle.

This feedback needs to be specific and understandable so that the employee can work on it. Finally, close the appraisal letter by outlining what the employee is expected to do in the future. This part should be short and straight. It is better to communicate the expectations in person. Mention that the company looks forward to working with the employee in future. Appraisal letter format and template [Company Name] [Company Address] 20/01/2022 Appraisal Letter - CONFIDENTIAL Dear [Employee Name], Employee ID: [Employee ID] [Company Name] has and continues to move forward because of your hard work and contributions. [Company Name], as always, stays committed to its people first approach and puts you and your contributions at the forefront. In continuation to that thought and philosophy, we are taking this opportunity to congratulate and recognise you for your contributions and thank you for all your efforts. In recognition of your performance and contributions to [Company Name], we are delighted to promote you to [Employee Designation] and revise your Cost to Company to INR 330000, effective from [Appraisal Date] The break-down of your CTC is mentioned in Annexure A. We wish you tremendous success in the coming years and look forward to your long-term association and contributions to [Company Name]. Best,[HR Name] [HR Designation] Annexure A This is your expected monthly salary structure. Salary Component Amount Basic Salary 13,750 HRA 6,875 Special Allowance

4,125 Leave & Travel Allowance 2,750 ESI Employer Contribution 0 PF Employer Contribution 0 Total 27,500 Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of TDS, PF, ESI and professional taxes in accordance with applicable law. Download Appraisal Letter in Word for Free Download Appraisal Letter in PDF for Free Generate multiple HR letters with RazorpayX Payroll RazorpayX Payroll is an HR and payroll software that provides customisable HR letters such as offer letter, appointment letter, relieving letter, and more. Not just that, it also comes with in-built tools that quickly calculate the take-home salary and CTC for employees. It helps manage employees across their lifecycle from onboarding to exit along with their full and final settlement. Sign up for RazorpayX Payroll for free.

You can choose from 3 different plans that fit your specific business needs. Start Our Forever Free Plan Now! FAQs Appraisals are essential because they allow organisations to recognise and reward employees who contribute to their success. Such recognition motivates the employee to perform better, resulting in the organisation's overall growth. The frequency of appraisal depends on company policies and standards. It can happen at different periods, such as annually, half-yearly, or quarterly.