CIN

Private and confidential

SALARY REVISION LETTER

Ref. no.	Date

Employee name	Employee ID	Department
Designation	**Effective from**	**Revised annual CTC**

Dear [employee name],

In recognition of your performance in the review for [review year], we are pleased to revise your salary with effect from [effective date]. Your revised salary structure is set out below. All other terms of your appointment remain unchanged.

Revised salary structure (monthly)

Component	Current (₹)	Revised (₹)	Change (₹)	Change %
Basic salary				
Dearness allowance				
House rent allowance				
Special allowance				
Employer PF (12%, ceiling ₹25,000)				
Gratuity (4.81% of basic and DA)				
Cost to company (monthly)				

Arrears from [effective date] to [last month of arrears], the difference between the revised and current salary for those months, will be paid with your salary for [month], after the deductions that apply. Your PF and income tax deductions will change from the same month.

The contents of this letter are personal to you. We thank you for your contribution and look forward to your continued work with us.

For the company, authorised signatory

Received: employee's signature and date