Increment Letter Format: 10 Free Templates

From meraudyog.com/templates/increment-letter-format. Replace every [bracketed] field and print on your company letterhead. These templates are general information, not legal advice.

1. Standard Increment Letter Format (Wage-Rule Ready)

When to use: Most office, branch and back-office staff. Use this if you are unsure.

[Company Name]

[Registered Address, City, PIN] · CIN/GSTIN: [Number]

Ref. No.: [HR/INC/2026/001]

Date: [DD Month YYYY]

To,
[Mr./Ms. Employee Full Name]
Employee ID: [ID]
[Designation], [Department]

Subject: Salary Revision Letter

Dear [Employee First Name],

We are pleased to inform you that, based on your performance during the review period **[April 2025 to March 2026]**, the management has approved a revision in your salary.

1. **Revised salary:** Your gross monthly salary is revised from **₹[Old Gross]** to **₹[New Gross]**, an increase of **₹[Amount] ([X]%)**. Your annual CTC is revised from ₹[Old CTC] to ₹[New CTC].
2. **Effective date:** The revision is effective from **[DD Month YYYY]**.
3. **Salary break-up:** The revised monthly salary is set out in Annexure A. Basic pay plus dearness allowance is [X]% of your total monthly pay.
4. **Statutory contributions:** EPF and ESIC (where applicable) will be calculated on the revised wages from the effective date. Your PF contribution will change from ₹[Old PF] to ₹[New PF] a month.
5. **Arrears:** Arrears from the effective date, if any, will be paid with your **[Month YYYY]** salary.
6. **Other terms:** All other terms of your appointment letter dated [Date] remain unchanged.
7. **Confidentiality:** Please keep the details of your salary confidential.

We thank you for your contribution and look forward to your continued growth with [Company Name].

Please sign the duplicate copy of this letter as acknowledgement.

For [Company Name]
[Signature and company seal]
[Authorised Signatory Name]
[Designation, e.g. HR Manager]

Acknowledgement: I have received the revised salary terms.
Signature: _____ Name: [Employee Name] Date: _____

Annexure A: Revised Monthly Salary · Basic [₹] · DA [₹] · HRA [₹] · Conveyance [₹] · Special allowance [₹] · Gross [₹] · Employer PF [₹] · Employer ESIC [₹] · CTC per month [₹] · CTC per annum [₹]

2. Increment Letter for Factory Worker / Machine Operator

When to use: Operators, fitters, welders, helpers and supervisors in manufacturing units, where increments are often fixed rupee amounts or skill-category upgrades. Check the overtime rate too with our overtime calculation guide, since it is linked to the new wage.

[Company Name]

[Plant Address, MIDC Area, City, PIN] · Factory Licence No.: [Number]

Ref. No.: [HR/INC/2026/002] · Date: [DD Month YYYY]

To,
[Mr./Ms. Employee Full Name]
Token No.: [0000], [Designation], [Department/Shop]

Subject: Annual Increment

Dear [Employee First Name],

We are pleased to grant you an annual increment of **₹[Amount] per month** with effect from **[DD Month YYYY]**.

1. **Revised wages:** Basic [₹] + DA [₹] + HRA [₹] + Shift/Attendance allowance [₹] = Gross **₹[New Gross]** per month (earlier ₹[Old Gross]).
2. **Skill category:** [Unchanged as Skilled / Upgraded from Semi-skilled to Skilled] from the effective date.
3. **Overtime:** Overtime, if any, will be paid at twice the ordinary rate of the revised wages.
4. **PF and ESIC:** EPF [Yes/No], ESIC [Yes/No]. If your gross wages cross ₹21,000, ESIC will continue until the end of the current contribution period, as per law.
5. **Arrears:** Arrears will be paid with the [Month YYYY] wages.
6. **Other terms:** Your shift, duties and other terms of employment remain unchanged.

Please sign or put your thumb impression on the duplicate copy as acknowledgement.

For [Company Name]
[Signature and company seal]
[Authorised Signatory Name]
[Designation, e.g. Plant HR Manager]

Acknowledgement: Signature / thumb impression: _____ Name: [Employee Name] Date: _____

3. Increment Letter for Retail Store Staff

When to use: Sales associates, cashiers, store managers and warehouse staff in multi-outlet retail chains.

[Company Name]

Ref. No.: [HR/INC/2026/003] · Date: [DD Month YYYY]

To,
[Mr./Ms. Employee Full Name]
Employee ID: [ID], [Cashier], [Outlet Name, City]

Subject: Salary Revision

Dear [Employee First Name],

In recognition of your work at our **[Outlet Name]** store, we are pleased to revise your salary with effect from **[DD Month YYYY]**.

1. **Revised fixed salary:** Basic [₹] + DA [₹] + HRA [₹] + Other allowances [₹] = Gross **₹[New Gross]** per month (earlier ₹[Old Gross]), an increase of [X]%.
2. **Sales incentives:** Incentives continue as per the store incentive policy and are not part of fixed wages.
3. **PF and ESIC:** As applicable on the revised wages.
4. **Arrears:** Paid with the [Month YYYY] salary.
5. **Other terms:** Your outlet, roster, duties and other terms remain unchanged.

Please sign the duplicate copy as acknowledgement.

For [Company Name]
[Signature and company seal]
[Authorised Signatory Name, Designation]

Acknowledgement: Signature: _____ Date: _____

4. Sales Executive Increment Letter (Fixed + Incentive)

When to use: Field sales, telecallers and area managers whose raise is split between fixed pay and a revised incentive plan.

[Company Name]

Ref. No.: [HR/INC/2026/004] · Date: [DD Month YYYY]

Subject: Revision of Fixed Salary and Incentive Plan

Dear [Employee First Name],

Based on your results for [period], including [₹ collections / orders / converted leads], we are pleased to revise your compensation with effect from **[DD Month YYYY]**.

1. **Fixed salary:** Gross monthly fixed salary revised from ₹[Old] to **₹[New]** ([X]%), as per Annexure A.
2. **Incentive plan:** Your monthly incentive is revised to [₹ per order / X% of collections above target], as per the attached incentive sheet. Incentives are variable and not guaranteed.
3. **Targets:** Your revised monthly target is [target]. Missing a target does not reduce fixed salary.
4. **Territory:** [Unchanged / Revised to Territory].
5. **Other terms:** All other terms of your appointment letter remain unchanged.

For [Company Name]
[Signature and company seal]
[Authorised Signatory Name, Designation]

Acknowledgement: Signature: _____ Date: _____

5. Increment Letter With Promotion

When to use: When the raise comes with a new designation. Many companies issue one combined letter.

[Company Name]

Ref. No.: [HR/INC/2026/005] · Date: [DD Month YYYY]

Subject: Promotion and Salary Revision

Dear [Employee First Name],

We are pleased to promote you from **[Current Designation]** to **[New Designation]** with effect from **[DD Month YYYY]**.

1. **Revised salary:** Gross monthly salary revised from ₹[Old] to **₹[New]** ([X]%), as per Annexure A.
2. **Reporting and duties:** You will report to [Name, Designation]. Your new responsibilities include [duty 1], [duty 2] and [duty 3].
3. **Skill category:** [Revised to Highly skilled / unchanged].
4. **Other terms:** All other terms of your appointment letter remain unchanged.

For [Company Name]
[Signature and company seal]
[Authorised Signatory Name, Designation]

Acknowledgement: Signature: _____ Date: _____

6. Annual Increment Letter With Arrears (Issued Late)

When to use: When the appraisal cycle closes after the effective date, for example a 1 April increment approved in June.

[Company Name]

Ref. No.: [HR/INC/2026/006] · Date: [DD Month YYYY]

Subject: Annual Increment and Arrears

Dear [Employee First Name],

Following the annual review, your salary is revised with effect from **[1 April YYYY]**.

1. **Revised salary:** Gross monthly salary revised from ₹[Old] to **₹[New]**, an increase of ₹[Amount] ([X]%).
2. **Arrears:** Arrears for [April to June YYYY] of ₹[Total arrears] (₹[Amount] x [3] months, plus the PF difference) will be paid with your **[July YYYY]** salary.
3. **Tax:** Arrears are taxable in the year of payment. TDS will be deducted as per law.
4. **Other terms:** All other terms remain unchanged.

For [Company Name]
[Signature and company seal]
[Authorised Signatory Name, Designation]

Acknowledgement: Signature: _____ Date: _____

7. Salary Restructuring Letter Under the Labour Codes (Same CTC)

When to use: When the total pay does not change but the split does, to meet the 50% wage rule. This is not an increment, but employees need it in writing because in-hand pay may drop.

[Company Name]

Ref. No.: [HR/RST/2026/007] · Date: [DD Month YYYY]

Subject: Restructuring of Salary Components

Dear [Employee First Name],

To comply with the definition of wages under the Code on Wages, 2019, your salary components are restructured with effect from **[DD Month YYYY]**. Your total CTC of ₹[CTC] per annum remains the same.

Component (monthly)	**Earlier**	**Revised**
Basic + DA	₹[ ]	₹[ ]
HRA	₹[ ]	₹[ ]
Other allowances	₹[ ]	₹[ ]
Employer PF	₹[ ]	₹[ ]
CTC per month	**₹[ ]**	**₹[ ]**

Basic pay plus DA is now [X]% of your total pay. Your PF and future gratuity will be calculated on the higher wage, so your monthly in-hand salary changes from ₹[Old in-hand] to ₹[New in-hand], while your retirement savings increase.

All other terms remain unchanged.

For [Company Name]
[Signature and company seal]
[Authorised Signatory Name, Designation]

Acknowledgement: Signature: _____ Date: _____

8. Increment Letter Format in Marathi (वेतनवाढ पत्र)

When to use: Workers and staff in Maharashtra who prefer Marathi, or as a bilingual copy with the English letter. Use the same gross salary as the English annexure so both copies match, and file the signed acknowledgement copy.

[Company Name]

संदर्भ क्र.: [HR/INC/2026/008] · दिनांक: [दिनांक]

प्रति,
[श्री./श्रीमती कर्मचाऱ्याचे पूर्ण नाव]
कर्मचारी क्र.: [क्रमांक], [पदनाम]

विषय: वेतनवाढ पत्र

प्रिय [नाव],

आपल्या [कालावधी] मधील कामगिरीच्या आधारे, व्यवस्थापनाने आपल्या वेतनात वाढ मंजूर केली आहे.

1. **सुधारित वेतन:** आपले एकूण मासिक वेतन ₹[जुने वेतन] वरून **₹[नवीन वेतन]** करण्यात आले आहे, म्हणजे ₹[रक्कम] ([X]%) वाढ.
2. **लागू दिनांक:** ही वाढ दिनांक **[दिनांक]** पासून लागू आहे.
3. **वेतन तपशील:** मूळ वेतन [₹] + महागाई भत्ता [₹] + घरभाडे भत्ता [₹] + इतर भत्ते [₹] = एकूण [₹] दरमहा.
4. **PF व ESIC:** सुधारित वेतनावर कायद्यानुसार लागू.
5. **थकबाकी:** थकबाकी [महिना] च्या पगारासोबत दिली जाईल.
6. **इतर अटी:** आपल्या नियुक्ती पत्रातील इतर सर्व अटी पूर्वीप्रमाणेच राहतील.

कृपया या पत्राच्या दुसऱ्या प्रतीवर स्वाक्षरी करून पोच द्यावी.

[कंपनीचे नाव] करिता
[सही व कंपनीचा शिक्का]
[अधिकृत स्वाक्षरीकर्त्याचे नाव, पदनाम]

पोच: सही / अंगठा: _____ दिनांक: _____

9. Increment Letter Format in Hindi (वेतन वृद्धि पत्र)

When to use: Workers, drivers and staff who prefer Hindi, common in migrant workforces and North India units.

[Company Name]

संदर्भ सं.: [HR/INC/2026/009] · दिनांक: [दिनांक]

सेवा में,
[श्री/श्रीमती कर्मचारी का पूरा नाम]
कर्मचारी सं.: [संख्या], [पद]

विषय: वेतन वृद्धि पत्र

प्रिय [नाम],

आपके [अवधि] के कार्य प्रदर्शन के आधार पर, प्रबंधन ने आपके वेतन में वृद्धि स्वीकृत की है।

1. **संशोधित वेतन:** आपका कुल मासिक वेतन ₹[पुराना वेतन] से बढ़ाकर **₹[नया वेतन]** किया गया है, यानी ₹[राशि] ([X]%) की वृद्धि।
2. **प्रभावी तिथि:** यह वृद्धि दिनांक **[तारीख]** से लागू है।
3. **वेतन विवरण:** मूल वेतन [₹] + महंगाई भत्ता [₹] + मकान किराया भत्ता [₹] + अन्य भत्ते [₹] = कुल [₹] प्रति माह।
4. **PF और ESIC:** संशोधित वेतन पर नियमानुसार लागू।
5. **बकाया राशि:** बकाया [महीना] के वेतन के साथ दिया जाएगा।
6. **अन्य शर्तें:** आपके नियुक्ति पत्र की अन्य सभी शर्तें पहले जैसी रहेंगी।

कृपया इस पत्र की दूसरी प्रति पर हस्ताक्षर करके पावती दें।

[कंपनी का नाम] के लिए
[हस्ताक्षर और कंपनी की मुहर]
[अधिकृत हस्ताक्षरकर्ता का नाम, पद]

पावती: हस्ताक्षर / अंगूठा: _____ दिनांक: _____

10. Increment Request Letter (From Employee to Employer)

When to use: Employees asking for a raise. Lead with results, not personal needs, and ask for a specific number.

[Date]

To,
[Manager Name]
[Designation], [Company Name]

Subject: Request for Salary Revision

Dear [Manager Name],

I have worked as [Designation] in [Department] since [Joining Date], and my last salary revision was on [Date].

During [period], I [achievement 1 with a number, e.g. cut machine downtime on Line 2 by 18%], [achievement 2, e.g. trained 4 new operators] and [achievement 3, e.g. took over the dispatch register].

Based on these results and my added responsibilities, I request a revision of my monthly salary from ₹[Current] to ₹[Requested], an increase of [X]%. I would be glad to discuss this at your convenience.

Thank you for your support.

Yours sincerely,
[Name]
[Designation], Employee ID: [ID]
[Phone]