

Communicating Salary Increases to Employees

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Subject - Intimation regarding increment

Dear team!

I am glad to inform you that you have been awarded a 25% increment in your salary after the employee performance evaluations that took place over the past month.

Congratulations on this and we hope that this increment will boost your enthusiasm to work as a team!

You are requested to meet the HR Manager at the earliest to complete the documentation formalities.

Thank you,
(Your Signature)
Tommy Singh

