

Increment & Promotion Letter

Date _____

Mr. XYZ

Designation,

Place

Dear Mr. XYZ,

The Company is pleased to inform you that your base salary has been revised to Rs. -----/-p.m. w.e.f. 1st October, 2004. The detailed Pay Structure is annexed as a part of this letter.

All the other terms and conditions of your appointment remain unchanged.

Also it's our pleasure to promote you as _____ ...

We appreciate the efforts put in by you and expect that you would continue to do so in the future.

Yours sincerely,

XYZ Co Ltd,

ABC

Managing Director

Encl. : Annexure