SALARY CERTIFICATE

Name: ---------- Date: --/--/----

Title: ----------

Department: ----------

SUBJECT: INCREASE IN MONTHLY SALARY WITH THE EFFORT FROM NEXT MONTH

Dear …….. [Name]

Management is pleased to announce that a rise of sum ---------- [Amount] is approved as increment /increase, in admiring your dedication and sincere performance of duties in year ---------- [Year]. This increment /increase will effect from ---------- [Date, month].

We are hopeful that you will continue to work with more dedication and sincerity to the best of your possible efforts.

Wish you all the best,

Signing Authority