

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
