**October 31, 2009

<Name>
<Company>
<Employee Number>

Dear \_\_\_\_\_\_\_

Congratulations!

Your performance during the year was exemplary! You were rated as \_\_\_\_\_\_ by your manager.

Accordingly, we have decided to upward revise your compensation and increase your CTC by Rs. \_\_\_\_\_\_\_\_\_\_\_ w.e.f. \_\_\_\_\_\_\_\_\_\_.

A one time performance award of Rs.\_\_\_\_\_\_\_\_ is also being given to you.

Whilst appreciating your dedication and performance, we look forward to your sustained performance in the year ahead and wish you a bright career with our company.

Best Regards,

<Name of the Business Leader>
<Designation>
<Company>**