**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>**