

Salary Increment Letter for An Employee

Date: April 17, 2018

To,
Mr. Atiqur Rahman
Executive Support Department
Bijoy Online Ltd.

Subject: Salary Increase/Increment Letter

Dear Mr. Atiqur Rahman
Management Is Pleased To Inform You That, Your Performance Was Satisfactory On Your Last Contract Period. As A Result, Management Decide to Increase Your Contract Period For Next One You're By Increasing TK 4, On Basic Of Your Salary. Your New Structure Of Salary Will Be As Followings:

Basic	: 8,775/=
House Rent	: 3,=
POP Allowance (Out Of Basic)	: =
Medical Allowance	: =
Mobile Allowance	: =
Total	: 15,=

This New Structure of Salary Will Effective From 1st April 2018.

Your Current Salary May Be Unchanged Till March-2019

We Hope, You Will Be More Sincere And Dedicated To Job On Years Onward.

Thanks, And Best Regards,
For Bijoy Online Ltd.

A K M Jahangir
Managing Director