

Ms

Department :

Dear,

Thank you for your contribution to the business over the last year.

I am particularly pleased to see that you have earned a “**Significantly Exceeds Expectations**” rating in your performance review. This is just reward for your dedication, passion and commitment to excellence.

Congratulation on your promotion to _____.

Effective April 1, YYYY, your salary has been revised to **Rs.** /- per annum. This includes a Variable Pay component of **Rs.** /- payable annually (upon the end of the fiscal year 20YY-YY) based on performance parameters that shall be communicated to you separately.

The details of your revised compensation package have been attached.

Through the last financial year, we have consolidated our business and we now look forward to a year of strong growth. I am confident of a great year ahead in which we will surpass all our targets with your commitment and contribution.

Yours truly,

NAME

DESIGNATION

Dear,

Thank you for your contribution to the business over the last year.

I am happy to see that you have earned an **“Exceeds Expectations”** rating in your performance review. This is just rewarding for your dedication, passion and commitment to excellence.

Effective April 1, 20YY, your salary has been revised to **Rs. /-** per annum. This includes a Variable Pay component of **Rs. /-** payable annually (upon the end of the fiscal year 20YY-YY) based on performance parameters that shall be communicated to you separately.

The details of your revised compensation package have been attached.

Through the last financial year, we have consolidated our business and we now look forward to a year of strong growth. I am confident of a great year ahead in which we will surpass all our targets with your commitment and contribution.

Yours truly,

NAME

DESIGNATION

Dear,

Thank you for your contribution to the business over the last year.

You have earned a **“Meets Expectations”** rating in your performance review. With your potential, we hope to see you excel in your work and grow significantly higher in the future.

Effective April 1, 20YY, your salary has been revised to **Rs. /-** per annum. This includes a Variable Pay component of **Rs. /-** payable annually (upon end of the fiscal year 20YY-YY) based on performance parameters that shall be communicated to you separately.

The details of your revised compensation package have been attached.

Through the last financial year, we have consolidated our business and we now look forward to a year of strong growth. I am confident of a great year ahead in which we will surpass all our targets with your commitment and contribution.

Yours truly,

NAME

DESIGNATION

DDMMYYYY

Ms _____
Designation
Department

Dear _____,

The Annual Review for the period April – March 2010 rated you below the average company performance standards at “**Below Expectations**”.

Since we sense potential in you, we would like you to work on your performance and bring it to acceptable standards. During this period, we advise you to work closely with your immediate supervisor to achieve this. We will continually review your performance over the next 60 days – documentation of the acceptable Performance standards for you, will be forwarded to you by your immediate supervisor within 2 weeks. If you are unable to bring your performance to the acceptable standard, we will be forced to take action.

We sincerely hope the guidance and feedback given during the review will help you in fulfilling your potential. We look forward to seeing you excel at work.

Please contact your immediate supervisor or Human Resources for any clarification that you may require in this regard.

Sincerely

For **Company Name**

NAME
Vice President – Human Resources