**Sample**

Date: [Date]  
[Full Name]  
Location  
Dear \_\_\_\_,

This year has been eventful and challenging for all of us in \_\_\_\_\_\_\_ . We have met the huge challenge of scaling up our business and growing our bottom line.

Your performance during this period has been rated as Exceeds Expectations. We hope that you continue to meet all challenges that we will offer you in the coming year.

We are delighted to inform you that your performance linked incentive for the year 2019-2020 is $.\_\_\_\_\_. Congratulations on meriting this reward.

Further your annual compensation for the year 2019 - 2020 (w.e.f. April 01, 2020) has been enhanced to $.\_\_\_ the break up of which will be communicated to you by Human Resources. All other terms and conditions of your letter of appointment remain unchanged.

With all good wishes to you and your family,

Executive Director