Qatar salary increment letter

Editable sample letter: replace the details with your own records before signing

[Company letterhead]
Commercial registration: [CR number]
Date: [Issue date]
To whom it may concern,
This is to confirm that the monthly pay of [Employee Name], Qatar ID [Qatar ID], employed by [Company] as Clinic receptionist, changes on [Effective date].
Previous monthly pay, QAR:
Basic: QAR 4000
Housing allowance: QAR 1500
Transport allowance: QAR 300
Previous gross: QAR 5800
Revised monthly pay, QAR, from the effective date:
Basic: QAR 4500
Housing allowance: QAR 1500
Transport allowance: QAR 400
Revised gross: QAR 6400
Housing is unchanged. Basic and transport are the lines that move. No percentage is stated, because the lines are the record.
This letter does not rewrite the rest of the employment terms and does not calculate end-of-service pay.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____