

July 24, 2006

Mr. Lorem Ipsum

Designation.

Dear,

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s.

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Your new compensation structure is as follows:

Compensation Head	Compensation (In INR)		
	Existing	Increment	Total
Basic + D.A.			
Conveyance Allowance			
Medical Reimbursement			
Food Allowance			
Flexible Allowance			
Gift			
Retirement Benefit			
Subtotal of Annual Salary			
Employer contribution to EPF			
Annual Total			

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Yours Sincerely,

Manager HR