

14/12/2021

Appraisal Letter – CONFIDENTIAL

Dear [Employee_Name],

Employee ID: [Employee_ID]

[Company_Name] has and continues to move forward because of your hard work and contributions. [Company_Name], as always, stays committed to its people first approach and puts you and your contributions at the forefront.

In continuation to that thought and philosophy, we are taking this opportunity to congratulate and recognise you for your contributions and thank you for all your efforts.

In recognition of your performance and contributions to [Company_Name], we are delighted to promote you to [Employee_Designation] and revise your Cost to Company to INR 330000, effective from [Appraisal_Date] The breakdown of your CTC is mentioned in Annexure A.

We wish you tremendous success in the coming years and look forward to your long-term association and contributions to [Company_Name].

Best,

[HR_Name]

[HR_Designation]

Annexure A

This is your expected monthly salary structure.

Salary Component	Amount
Basic Salary	13,750
HRA	6,875
Special Allowance	4,125
Leave & Travel Allowance	2,750
ESI Employer Contribution	0
PF Employer Contribution	0
Total	27,500

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of TDS, PF, ESI and professional taxes in accordance with applicable law.