To:

Mr./ Mrs.

Emp. ID:

The Professional Consultancy Services

Regd Office: 145/E, Swinhoe Lane, Kolkata-42

Contact Office: 91/39H, BosePukur Lane, Kolkata-42

Website : www.tpcsglobal.com

Sub: Salary Revision

Dear (NAME)

We are pleased to inform you that based on your performance and contribution to the company, our management has revised your compensation to Rs. ------ pa with effect from(DATE).

We appreciate your initiative and expect you to take many more such responsibilities in future assignments to ensure company’s growth.

With Best Wishes,

For The Professional Consultancy Services

Manasi Das Halder

Proprieator