

Date: March 21, 2023

Ref: HRD/EI/CHEN/INC/8269

SALARY REVIEW LETTER

Employee Name : Narayanareddy Gari Revanth Reddy
Emp. Code : EI- 8269
Designation : Associate

Dear **Narayanareddy Gari Revanth Reddy,**

Monitoring and evaluation of your performance for the past years as Senior Accounts Manager revealed a level of persistence, dedication and impressive work ethics that greatly contributed to the company's objectives. Thus, we thought your efforts should be rewarded. It was a unanimous decision to entrust you with higher responsibilities based on your effectiveness and efficiency in the performance of your work.

Your revised compensation will be **Rs. 4,50,000/-** with effect from **April 03, 2023** and Compensation Benefits Structure is given in the Annexure for your reference

ANNEXURE

Compensation Breakup	Monthly (INR)	Annual (INR)
Basic Salary	15000	180000
House Rent Allowance	7500	90000
Conveyance	1600	19200
Medical Allowance	1250	15000
City Compensation Allowance	1950	23400
Special Allowance	10200	122400
Gross Cost To Company	37500	450000

We shall continue to expect consistency and great results from you in your new role. We hope that you will set an example for the other employees of the organization.

We wish you luck for your future performance, and congratulations!
Yours sincerely,

For Envision Infotec Private Limited



Selvarajan R
Manager-Human Resources



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