



# stradegi

28 May 2024

Avihrik Basak  
E No. IN00248

Dear Avihrik Basak

## Sub: Confirmation of Service

We are pleased to inform you that you have been successful in your probation/training and your service in the organization is confirmed with effect from 01.05.2024. Your salary has been revised to **Rs 4,25,000/-** per annum with effect from **1<sup>st</sup> May'24**. You will be designated as **'Technical Analyst'**. This revision is a reflection of your performance and hard work. Your revised salary structure is enclosed herewith as 'Annexure - I'.

With this confirmation, you are now eligible for Privileged Leave of up to 18 days in a calendar year, pro-rated accordingly for any incomplete year of service. All other terms in your Appointment letter remain unchanged.

We hope that you will continue to contribute significantly to the overall performance of the organization in the years to come and prove yourself worthy of the trust and expectation that the management has bestowed on you.

**Please note that this is highly confidential and hence you are asked not to discuss this letter with any of your colleagues.**

With best wishes!

Vinod Antony  
Head, Human Resources

Annexure – I	
<b>Name</b>	Avihrik Basak
<b>Emp. No</b>	IN00248
<b>Salary Components</b>	<b>Revised CTC as on 1<sup>st</sup> May 2024</b>
Basic	17292
House Rent Allowance	5188
Transport Allowance	1600
Leave Travel Allowance	1441
Medical Allowance	1250
Special Allowance	4306
Statutory Bonus	875
<b>Total Per Month</b>	<b>31952</b>
<b>Total Per Annum: A</b>	<b>383424</b>
Retirals (Company Contribution):	
Provident Fund Payable by Employer	21600
Gratuity	9976
<b>Total Retirals: B</b>	<b>31576</b>
<b>ESI/Medical Insurance: C</b>	<b>10000</b>
<b>Total CTC Per Annum: A+B+C</b>	<b>425000</b>



Vinod Antony  
Head, Human Resources