

Private & Confidential

Date: 28-Aug-2024

To:

Employee Name : Mohammed Imran
Employee ID : KT1545
Designation : Quality Analyst Trainee
Department : Delivery

Sub: Letter of Promotion for the position of Associate Quality Analyst

Dear Imran,

Congratulations!

We are pleased to inform you that after a thorough review of your performance for the year 2023-24, your annual compensation has been incremented to **INR 4,50,000/-** (Four Lakhs Fifty Thousand Rupees Only) and you have been promoted to the position of **Associate Quality Analyst** effective **from August 1st, 2024**.

This promotion reflects our confidence in your abilities and contributions.

Details of your revised compensation and benefits are provided in the enclosed "**Compensation & Benifits**" - **Annexure A**, which outlines the various components and benefits offered as part of Kairos.

We appreciate your dedication and contributions to the organization. We are confident that your continued commitment will further strengthen your position within Kairos. Looking ahead, we see great opportunities, and we trust that you will play a key role in helping us achieve our mutual goals.

As we move forward, we anticipate exciting times ahead and look to you to drive our shared goal of becoming the best in the business.

Please remember to maintain the confidentiality of your compensation details.

Once again, Imran, we wish you continued success in your new role.

Yours sincerely,

For Kairos Technologies Pvt Limited

Authorized Signatory



S. Ratna Surekha
Director – HR



Corporate Address

Kairos Technologies Pvt. Ltd.

Plot #260, Krishi Allure, Kavuri Hills, Hyderabad, Telangana 500081



+ 91 40 40180999



info@kairostech.com

Annexure – A

Compensation & Benefits

Name of the Employee	Mohammed Imran		
Designation	Associate Quality Analyst		
Grade	G2		
Increment Effective Date	1 st August 2024		
Particulars		Monthly	Annually
Gross		34,858	4,18,298
Basic		17,429	2,09,149
HRA		6,972	83,660
Internet Allowance		2,000	24,000
Telephone Allowance		2,000	24,000
LTA		2,905	34,858
Special Allowance		3,553	42,631
GROSS SALARY		34,858	4,18,298
Employer Contribution to PF		1,800	21,600
Employer Contribution to ESI		-	-
Sodexo		-	-
Gratuity		842	10,102
Insurance		-	-
COST TO THE COMPANY		37,500	4,50,000
Professional Tax		200	2,400
Employee Contribution - PF		1800	21600
Employee Contribution - ESI		-	-
Income Tax as & when Applicable		-	-
Net Salary		32,858	3,94,298

Note:

1. IT Deduction subject to savings
2. Corporate Medical Insurance (Sum Assured 2 Lakhs) for Employee and Family (1+5, Spouse, 2 Kids, Parents)
3. Reimbursement of Internet & Telephone expenses will be considered in IT Deductions subject actual bills submission during Dec, it will be deducted from Gross Salary.



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