

Date: April 10th, 2024

REF:24/PC/30

Subject: Review and Appraisal

Dear Ami,

We are pleased to formally notify you of changes to your employment contract with Techkraft Inc Pvt. Ltd., effective from January 1st, 2024. As per the recent review and assessment of your contribution, we are pleased to inform you that the following adjustments have been made to your salary to reflect your valuable contributions and dedication to our organization.

Particular	Current Details	New Details
Salary	NRs. 112345	NRs. 123456

It is important to note that apart from these modifications, all other terms and conditions of your original employment contract will remain unchanged and in full effect. This encompasses your benefits, working hours, and leave entitlements, among other provisions.

Should you require any clarification or have any queries regarding these adjustments, please do not hesitate to reach out to the People and Culture Department.

Thank you for your ongoing dedication and contributions to Techkraft Inc Pvt. Ltd. We eagerly anticipate your continued success within the team.

Yours sincerely,

Sam Kim
Executive Director

Signed Date: