# Increment Letter

**Date:26/6/2020**

***Dear Mr.Preet Patel ,***

In recognition of your performance and contribution to the organization during the

appraisal period 2008-2009, your monthly CTC is being revised to **Rs. 24000/- (Rupees Twenty-Four Thousand)w.e.f.1/7/2020**

Your revised Compensation and Benefits Structure is given below for your reference.

**COMPENSATION AND BENEFITS STRUCTURE**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | **Components** | **Monthly Rs.** | **Annual Rs.** |
|  | Basic | 15000 | 180000 |
|  | House Rent Allowance | 2900 | 34800 |
|  | Professional DevelopmentAllowance | 2000 | 24000 |
|  | Conveyance | 700 | 8400 |
|  | Helper Allowance | 400 | 4800 |
|  | Medical Reimbursement | 2000 | 24000 |
|  | Meal Vouchers | 500 | 6000 |
|  | Other Allowance | 500 | 6000 |
|  | **Monthly Gross** |  | **24000** |
|  | **Annual Gross** |  | **288000** |
|  |  |  |  |
|  |  |  |  |

* Apart from the above CTC you are eligible to claim official tour expenses as per the company policy.

Kindly sign and return the duplicate of this letter as a token of your acceptance.

Wishing you the best for the next year. Do keep up your good performance.

**Cheers!**

**--------------------------------------**

**Executive Director**