# Increment Letter

**Date: 26/6/2019**

***Dear Mr. Rajesh Jain ,***

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

appraisal period 2008-2009, your monthly CTC is being revised to **Rs. 29100 /- (Rupees Twenty-Nine Thousand One Hundred ) w.e.f. 1/7/2019**

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

**COMPENSATION AND BENEFITS STRUCTURE**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | **Components** | **Monthly Rs.** | **Annual Rs.** |
|  | Basic | 20000 | 240000 |
|  | House Rent Allowance | 4500 | 54000 |
|  | Professional Development Allowance | 1200 | 14400 |
|  | Conveyance | 1500 | 18000 |
|  | Helper Allowance | 500 | 6000 |
|  | Medical Reimbursement | 800 | 9600 |
|  | Meal Vouchers | 500 | 6000 |
|  | Other Allowance | 100 | 1200 |
|  | **Monthly Gross** |  | **29100** |
|  | **Annual Gross** |  | **349200** |
|  |  |  |  |
|  |  |  |  |

* 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**