**Increment Letter**

**To, Date: 30.07.2025**

Machalwar Sai Surya  
Hyderabad

**Subject: Revised salary**

Dear Surya,

We are pleased to inform you that, following your recent performance review, your revised salary will be effective from **August 2025**.

Your revised salary stands as per the break-up given below:

|  |  |  |
| --- | --- | --- |
| **Earnings** | **Monthly Amount** | **Annual Amount** |
| Basic salary | 9,200 | 1,10,400 |
| HRA | 3,680 | 44,160 |
| Special allowance | 6,112 | 73,344 |
| Conveyance | 1600 | 19,200 |
| EPF | 2,208 | 26,496 |
| Professional Tax | 200 | 2,400 |
| ESI | - | - |
| **Gross Salary** | **23,000** | **2,76,000** |
| **Net Salary** | **20,592** | **2,47,104** |

This decision reflects your valuable contributions to the company's success. We appreciate your hard work, dedication and commitment to achieving our goals.

Congratulations once again on your well-deserved salary revision.   
  
**Best Regards**

**Bharath Gupta  
 CEO**