**Increment Letter**

**To, Date: 18.08.2024**

**Ms. Rani Kumari**

**Hyderabad .**

**Subject: Revised salary**

Dear Rani,

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

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

| **Gross** | **Monthly** | **Annually** |
| --- | --- | --- |
| Basic salary | 5,200 | 62,400 |
| HRA | 2,080 | 24,960 |
| Special allowance | 2,352 | 28224 |
| Conveyance | 1600 | 19,200 |
| EPF | 1,248 | 14,976 |
| Professional Tax | – | – |
| ESI | 520 | 6240 |
| **Gross Salary** | **13,000** | **1,56,000** |
| **NET SALARY** | **11,232** | **1,34,784** |

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 Promotion.   
  
  
Best Regards

  
   
**Bharath Guptha**