

HR/Bench/July 2024

August 01, 2024

Name : Swetha M

Emp No : 2563958

Dear Swetha,

The Company had implemented Talent Pool Policy with effect from 17th August 2020. The Policy is available in App Access> Policy Documents for more details..

Based on the aforesaid Policy, please note that with effect from July 20, 2024, to September 18, 2024, your annual gross compensation will be INR 203500 per annum. The details of the compensation and related benefits that are applicable to you are enclosed in the annexure to this letter.

In the event that you are allocated to an active project during this period of reduced salary or sabbatical, you will be reinstated with last drawn full salary in the company.

All the other terms and conditions of your employment remains unchanged and you will continue to be governed by all the undertakings executed by you at the time of employment, including the confidentiality and non disclosure undertakings and the policies in force in the Company.

If you have any questions concerning this action or need further information about your status in regard to this action, please contact your designated Talent Partner.

for Mphasis Ltd

Santhosh R

Vice President

Note: This is a system generated document and will not have signature.

ANNEXURE I
COMPENSATION DETAILS

Name	Swetha M
Band	5
Level	2
Effective Date	July 20, 2024
Particulars	Amount in INR
Basic	6,667
House Rent Allowance	4,058
Special Allowance	1,667
Ex-Gratia/Bonus *	2,250
Total Fixed Cash	14,642
Variable Pay **	833
Target Cash Compensation	15,475
Provident Fund Contribution (PF)	900
Medical & Accident Insurance***	583
Cost to Company	16,958
Cost to Company (per annum)	2,03,500

* As per the statutory regulations, if you are covered under Payment of Bonus act, this component will be paid as "Bonus" if not this will be paid as "Ex-gratia".

** Variable Pay will be payable on Quarterly basis. Amount shown is a monthly figure that is payable on 100% Target achievement measured quarterly. The company and unit/function performance achievement against the target shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time.

Acknowledgement

I, _____ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned letter in totality.

Signature: _____

Name: _____

Date: _____

Place: _____