



stradegi

22nd August 2022

Helen
E No. IN00178

Dear Helen

Sub: Confirmation of Service

We are pleased to inform you that you have been successful in your probation/training and your service in the organization is confirmed with effect from 01.08.2022. Your salary has been revised to **Rs.4,00,003/-** per annum with effect from **1st Aug'22**. You will be designated as **'Test Analyst'**. This revision is a reflection of your performance and hard work. Your revised salary structure is enclosed herewith as 'Annexure - I'.

With this confirmation, you are now eligible for Privileged Leave of up to 18 days in a calendar year, pro-rated accordingly for any incomplete year of service. All other terms in your Appointment letter remain unchanged.

We hope that you will continue to contribute significantly to the overall performance of the organization in the years to come and prove yourself worthy of the trust and expectation that the management has bestowed on you.

Please note that this is highly confidential and hence you are asked not to discuss this letter with any of your colleagues.

With best wishes!

Vinod Antony
Head, Human Resources

Annexure – I	
Name	Helen
Emp. No	IN00178
Salary Components	Revised CTC as on 1 st Aug 2022
Basic	16250
House Rent Allowance	6500
Transport Allowance	1600
Leave Travel Allowance	1354
Medical Allowance	1250
Special Allowance	2090
Statutory Bonus	875
Total Per Month	29919
Total Per Annum: A	359028
Retirals (Company Contribution):	
Provident Fund Payable by Employer	21600
Gratuity	9375
Total Retirals: B	30975
ESI/Medical Insurance: C	10000
Total CTC Per Annum: A+B+C	400003


 Vinod Antony
 Head, Human Resources