

June 28, 2019

Emp Code: 3117

Name: Adnan Hanif

Department: PDT-1

Sub: Letter of Increment

Dear Adnan,

This is to inform you that management has decided to enhance your salary with effect from **April 01, 2019**.

Your new salary break-up is as follows:

Salary Components	Value Per Month	Value Annually
Basic	20060	240720
HRA	8024	96288
Special Allowance	9736	116832
C&C Allowance	500	6000
Child Education Allowance	0	0
LTA	0	0
Food Coupon	0	0
Employer's Contribution to PF	1800	21600
Fixed CTC	40120	481440
Night Shift Allowance	0	0
Total Fixed CTC	40120	481440
Variable Compensation [which will be paid to you as per your performance]	-	0
<b>TOTAL CTC</b>	<b>40120</b>	<b>481440</b>

With Regards,  
HCM Team

Note: This is an e-copy and does not require signature. The letter is deemed to be accepted.