*To:*  
***Mr. Akash***  
*Emp. ID: E202*  
*#8, Guindy,*  
*II nd Phase*  
*Shyamala Colony,*  
*Chennai- 600 020*  
*Sub: Salary Revision*  
*Dear Mr. Akash,*  
*We are pleased to inform you that based on your performance and contribution to the company, our management has revised your compensation to Rs. 8,16,000 pa with effect from March 09, 2011.*  
*We appreciate your initiative and expect you to take many more such responsibilities in future assignments to ensure company’s growth.*  
  
*With Best Wishes,*  
*NP. Ramanathan*  
*Chief – HR & Finance*