

**Appraisal Letter**

Date: 24 March, 2017

Emp. ID: ANS0214

Name : Bajari Vadde

Designation : Software Associate

**Subject: Appraisal Letter for the year of 2017 – 2018**

Dear Bajari,

We take this opportunity to thank you for your valuable contributions as **Software Associate** to our business for the period **2016 - 2017**.

In recognition of your performance, you have been promoted to **Software Engineer** with effect from **April 2017**. In addition, your salary **Rs. 4,17,000 P/A** has been revised for which the break-up is given below:

SALARY HEAD	MONTHLY	ANNUALLY
Basic	17,375	2,08,500
House Rent Allowance	6,950	83,400
Conveyance Allowance	800	9,600
Medical Allowance	1,250	15,000
Special Allowance	8,375	1,00,500
<b>Fixed Salary</b>	<b>34,750</b>	<b>4,17,000</b>
<b>Annual Performance Incentive*</b>		<b>00</b>
<b>Total Compensation</b>		<b>4,17,000</b>

All the other terms and conditions of your employment remain unchanged.

**Amrutnand Softech Pvt. Ltd.** looks forward to your continued good performance and support in the coming year.

Best Regards,



**Niroshima Panth**  
HR Manager  
Human Resources Department  
Amrutnand Softech Pvt. Ltd.

**Amrutnand Softech Pvt. Ltd.**

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