

-Private & Confidential-

**Date: 04 Aug 2025**

**Name: Vinit**

**Emp Code: 2307E004**

**Designation: Senior Associate Consultant**

## **Appraisal Letter**

Dear **Vinit**,

We extend our warmest congratulations and appreciation for your invaluable contributions that have significantly contributed to achieving the company's objectives and goals.

In recognition of your exceptional performance and contributions throughout the past year, we are delighted to revise your compensation as follows:

- Your Annual CTC will now be **Rs. 15,78,731.00**, effective from **01 July 2025**.
- Additionally, you will be eligible for a Performance Bonus of **Rs. 1,22,267.00** for the period of **July 2025 to June 2026**, subject to both your satisfactory performance and the company's overall performance.

*Please refer to the **Annexure-A** for a detailed breakup.*

All other terms of employment will remain unchanged, unless otherwise specified in writing.

We trust that you will handle the salary details with utmost confidentiality and not disclose or discuss them with any other employee.

We have full confidence that you will continue to excel in your work with the same level of commitment, dedication, and sincerity, contributing to the growth of our organization. Rest assured, we are committed to supporting your professional development and progression within Cubastion.

Wishing you a promising career with **Cubastion** in years to come.

**For Cubastion Consulting Private Limited**



**Umesh Sharma**

**Head - People Officer**

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**ANNEXURE – A**

<b>Name: Vinit</b>	<b>Grade: A-3</b>	
<b>Employee Code: 2307E004</b>	<b>Level: L-3</b>	
<b>Designation: Senior Associate Consultant</b>	<b>Effective Date: 01/07/2025</b>	
<b>Date of Joining: 11/07/2023</b>	<b>Cost to the Company (in INR)</b>	
<b>SALARY COMPONENTS</b>	<b>Monthly</b>	<b>Annual</b>
<b>Gross</b>	<b>1,16,794.00</b>	<b>14,01,529.00</b>
PF (Employer Contribution)	-	21,600.00
PF (Administration)	-	1,800.00
Gratuity*	-	31,535.00
Performance Bonus**	-	1,22,267.00
<b>CTC (Cost to the Company)</b>		<b>15,78,731.00</b>

**Important:**

1. \*Gratuity is payable as per Payment of **Gratuity Act** (i.e. after 5 years of continuous service).
2. Deductions towards **PF, LWF, Professional Tax** and **Income Tax** are subject to relevant rules of Govt. of India and its states.

	COMPONENTS	QTY./AMOUNT	TERMS & CONDITIONS
<b>OTHER BENEFITS</b>	**Performance Bonus	<b>INR 1,22,267.00</b>	Performance bonus is calculated on pro-rata basis from the effective date of the revised compensation. Employees on probation/notice/PIP/Sabbatical will not be eligible for bonus payout.
	Medical Insurance	-	You will be covered under appropriate Medical & Group Personal Accidental Policy.

**Important Note:** Compensation-related communication is strictly personal and confidential. We kindly request that you refrain from sharing this information with others. Any breach of confidentiality may lead to appropriate action as per company guidelines.