



Reference ID: **98660**

Dear **Gaurav Gupta(51492920)**,

HCL continues to consolidate its position in the global market, focusing on enhanced quality and operational excellence. HCL has contributed in terms of operational efficiency, productivity improvement and product quality through our continuous improvements, quality achievement and execution excellence.

Let us look ahead and strive to demonstrate greater competency that would result in increased productivity, quality, timeliness in execution and work more closely together leveraging skills across HCL.

In recognition of your exemplary performance and your performance rating for FY21, we are pleased to announce that you are rewarded **INR 30000 (Taxes as applicable)**. This allowance shall be paid to you for your extraordinary performance as **Special Incentive** in the payroll of Jan' 22 if you continue to be on rolls of organization as on 31st January 2022. Further, this allowance shall be merged to your overall Compensation in the next Financial year increment cycle.

Pay Out Effective Date	Payout Amount
Jan'22	30000

**Points to be noted:**

1. Future payouts will be Stopped in case of EMS/ Pre-separation
2. Payout of the bonus is subject to the employees active employment status on the roles of the organization
3. The amount shall be paid only incase you are part of ERS LOB and in India at the time of payout

We look forward to your continued contribution in all spheres of activity in the organization, as we together scale to greater heights. Thanks for your individual efforts and personal commitment. We look forward to your greater contributions in the coming years.

**With Best Wishes,**

For HCL Technologies Ltd,

Sundar Rajan

LOB HR HEAD