



Unit 1021, Imperial Tower, CP 67 Mall, Sector 67,  
SAS Nagar-Mohali, Punjab 160062

[www.xyz.studio](http://www.xyz.studio)

**Date:** 19<sup>th</sup> April 2025

**Subject: Annual Performance Appraisal Letter**

Dear Yash,

We are pleased to inform you that, based on your performance during the appraisal period 22<sup>nd</sup> April 2024 to 22<sup>nd</sup> April 2025, your contributions to the organization have been commendable. Your dedication, hard work, and commitment towards achieving your goals and supporting team objectives are highly appreciated.

After a thorough review and evaluation of your performance, we are pleased to revise your annual compensation as follows:

- **Current CTC:** ₹6 LPA
- **Revised CTC:** ₹8 LPA
- **Effective From:** 1<sup>st</sup> March 2025

We look forward to your continued contributions toward the growth and success of XYZ Studio.

We congratulate you on your achievements and look forward to your continued success with us.

Once again, congratulations!

Sincerely,

CTO

Gautam Khatri