

Ref: HRD/SAT/2348

Date: September 20, 2017

Name: Prakash Kadirikota

Employee Code: SA/T-2348

Designation: Linux System Administrator

**Sub: Performance Appraisal Letter**

Dear **Prakash Kadirikota**,

With reference to aforesaid subject, we are pleased to inform you that management has recognized your dedication and sincerity towards your job role.

Therefore management has decided to promote you as a **Linux System Administrator**.

We thank you for your contribution to the success of the Organization are delighted to state that your revised compensation with effect from **October 01, 2017**.

Your revised Compensation and Benefits Structure is given below for your reference.

<b>Earnings</b>	<b>Per Month (in Rs.)</b>	<b>Per Annum (in Rs.)</b>
Basic Salary	14180.00	170160.00
Medical Allowance	1250.00	15000.00
Special Allowance	6381.00	76572.00
City Compensation Allowance	7799.00	93588.00
House Rent Allowance	7090.00	85080.00
Conveyance	800.00	9600.00
<b>Cost To Company</b>	<b>37500.00</b>	<b>450000.00</b>

The management is expecting same enthusiasm, dedication and sincerity from your end as you have demonstrated in past. We are pleased to inform you that all the other terms and conditions of your appointment remain unchanged.

We appreciate the efforts put in by you and expect that you would continue to do so in the future.

Congratulations and best wishes!

For **Softabode Technologies**,



**Pravin Shukla**  
Manager - Human Resources

