

ITS Corporation
84 Deep Towers
EPIP Industrial Zone, Whitefield
Bangalore, Karnataka, India – 560 066

To,
Lokesh Sai
Technical Support Engineer

Date: 1st January 2021

Sub: Increment Letter

Dear Lokesh,

In recognition of your achievements and your contribution to the company, we are delighted to revise and enhance your CTC to be **Rs.3,00,000/-** per annum (Three Lacs Only) with w.e.f 1st January 2021.

We look forward to your continued valuable contribution to the organization and towards your personal growth.

All other details will remain same as mentioned in the appointment letter.

Wishing you all the best,

Yours sincerely,
For ITS Corporation,

Bharati Sonar
Bharati Sonar
Human Resources Manager

As an acknowledgement of having received, read, and accepted the revised terms of your employment herein, could you please sign and return the duplicate copy of this letter for our records.

Read, Understood and Accepted

Sign_____

Date_____