

Date : 5th September, 2023

To ,
Mohit Saxena4

Sub: Performance Appraisal Letter

Congratulations!!

Dear Mohit Saxena4,

It was a great and open conversation we had as part of your appraisal. While you are an asset to Chetu and have contributed to its success through your hard work and dedication, we would also advise you to keep the positive outlook and work on your shortcomings and growth related guidance that might have been suggested during the discussions. We look forward to a continuation of your professional spirit and growth.

We are hereby glad to inform you about your revised remuneration.

Your monthly gross salary has been raised by 8.33 % within a span of these last 6 months (please see attached details).

This revision is effective from 17th August, 2023

You will be eligible for the next review in the month of **(Feb 2024)**

Terms and Conditions:

Appraisal Amount:

The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.

Confidentiality:

Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you. Your compensation package is unique to you and not for comparison with other members at Chetu.

All the other terms and conditions remain unchanged.

****Please note that above structure is subject to change due to changes in company policy and / or income tax rules. All benefits are as per company policy, which are subject to change from time to time.****

We wish you all the success!!

Thanks
HR-Department

Name : Mohit Saxena4
Emp.ID : 6060

Revised Salary Breakup Effective from 17th August, 2023

Particulars	Monthly (Rs.)	Annually (Rs.)
Earnings	52000	624000
Benefits Basket	8426	101112
Provident Fund (Employer)	0	0
Statutory Gratuity	625	7500
Gross Salary	61051	732612

Please note: Chetu provides every 6 months performance appraisal.

Benefits Basket			
Festival Bonus	Accidental Death & Disability Insurance	Family Insurance	Parents Insurance
Transportation	Skills Enhancement & Certification	House Rent	Food & Beverage
*Reimbursements are exempt from tax to the extent of Bills/Proofs produced under Tax rules.			
**Gratuity is payable as per Law of Govt of India.			

Thanks
HR-Department

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