**Private and Confidential**

Name {{Name}}

EMP ID {{Emp\_Id}}

Title

Bengaluru

**Compensation Statement for 2024**

SpringFive has and continues to move forward because of your hard work and contributions. SpringFive, as always, stays committed to be a “Best Place to Grow”. In continuation to that thought and philosophy, we are taking this opportunity to congratulate and recognize you for your contributions and thank you for all your efforts.

SpringFive has recently completed the annual performance management and compensation planning process. Your performance for 2023 has been rated {{Rating}}. Your new compensation **INR {{New\_CTC}}** per annum will be effective from 01st April 2024. Please refer to the Annexure I for the compensation break down.

You are qualified for the bonus of **INR {{Bonus}}** and will be paid by 29th March 2023.

All other terms and conditions of your existing contract remain same.

Wish you continuous success in your career with SpringFive.

Thank you.

Yours sincerely,

For **SpringFive Consulting Services LLP**

Authorized Signatory

Acknowledged:

Signature:

Name:

**Enclosures:** Annexure I

**ANNEXURE – I**

|  |  |  |
| --- | --- | --- |
| **COMPENSATION DETAILS**  (*All figures in INR per annum*) | | |
| NAME | {{Name}} | |
| ROLE DESIGNATION | {{New\_Designation}} | |
| NEW CTC ANNUAL | {{New\_CTC}} | |
| **ANNUALLY COMPONENTS (INR per annum)** | | |
| Basic Salary | | {{Basic\_in\_INR}} |
| House Rent Allowance | | {{HRA}} |
| Special Allowance | | {{Spl\_Al}} |
| Leave Travel Allowance | | {{LTA}} |
| Meal Voucher | | {{Meal\_Voucher}} |
| Performance Linked Incentive (PLI)\* | | {{PIB}} |
| Employer Provident Fund (PF) | | {{EPF}} |
| **Annual Total Compensation (in INR)** | | **{{Total\_check}}** |

*\* PLI is the Variable part of the salary & depends on target achievement of the employee and performance of the company. These targets will be communicated to you by the SpringFive. Pay-out is on a pro-rata basis; based on the number of days worked in the respective year. This is an annual payment*