

Date: 09 March, 2023

Employee Name: Singamreddy Padmanabha Reddy

EMP ID: ESM-632

Designation: DevOps Engineer

Performance Appraisal

Dear Mr. Singamreddy Padmanabha Reddy,

The management is pleased to inform you that as part of our annual review we made it to appraise you to **7, 50,000/- Per Annum**, w.e.f first of next month onwards. This appraisal is reflection for your performance and hard work. Your revised CTC structure is enclosed herewith as

Particulars	Per Month	Per Annum
Basic Salary	25000	300000
House Rent Allowance	12500	150000
Conveyance Allowance	1600	19200
Transport Allowance	0	0
Medical Allowance	1250	15000
ESI Employer	0	0
Special Allowance	3000	36000
CCA	19150	229800
Total	62500	750000

In the year ahead, you are expected to perform with a greater zeal and enthusiasm to achieve organizational goals. We are sure that you will prove yourself worthy of the trust and expectation that the management has bestowed on you.

Wish you all the best for the upcoming assignments and responsibilities.

Your's Sincerely,
For ESM Square Technologies Pvt Ltd



Madhuvan Kumar
Manager-Human Resource