

## Appraisal Letter

Dear Mr. **Surya Yenneti**,

Ref: HR/AKT000197/01 Dated: 3<sup>rd</sup> March 2017.

### Private & Confidential

**Name:** Surya Rao Yenneti,  
**Employee Id:** AKT000197  
**Designation:** Software Engineer  
**Location:** Hyderabad  
**Subject:** Appraisal Letter

Dear **Surya Rao**,

We recognized your efforts and performance in the company working on various projects by focusing yourself technically strong and a good team member, we are pleased to inform you that your gross salary has been revised to INR 2,70,000/- (Rupees Two Lakhs Seventy Thousand only) per annum with effect from Apr 2017.

Your salary details are strictly private and confidential and details in this letter must not be disclosed and discussed to others. Please acknowledge your acceptance of the revised terms by signing a duplicate copy of this letter.

We take this opportunity to place on record our appreciation of your contribution during the past quarter. We look forward to your continued support in future.

With best wishes,

For Aktrix Technologies



**V. V. Gopal Reddy**  
HR Manager



## Annexure 1

### Salary Structure with effect from 1<sup>st</sup> Apr 2017

**Name**            **SURYA RAO YENNETI**  
**Grade**           **G1**  
**Designation**   **SOFTWARE ENGINEER**

Details	Rs. Per Annum
Basic Salary	1,35,000
Special Allowance	56,400
House Rent Allowance	54,000
Medical Allowance	15,000
Conveyance Allowance	9,600
Others	0
<b>Total Cost to Company</b>	<b>2,70,000</b>

#### Additional Benefits:

In addition to the above you are eligible to be covered under:

Existing Group Term Life Insurance cover providing Life Insurance Coverage, and the Medical Insurance scheme providing Hospitalization coverage in terms of a floating cover.

With best wishes,

For Aktrix Technologies

  
**V. V. Gopal Reddy**  
 HR Manager

