

Appraisal Letter

Dear Mr. **Surya Rao Yenneti**,

Ref: HR/AKT000197/01 Dated: 3rd March 2016.

Private & Confidential

Name: Surya Rao Yenneti,
Employee Id: AKT000197
Designation: Associate 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 you have been promoted as **Software Engineer** and your gross salary has been revised to INR 2,25,000/- (Rupees Two Lakhs Twenty-Five Thousand only) per annum with effect from Apr 2016.

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 1st Apr 2016

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

Details	Rs. Per Annum
Basic Salary	1,12,500
Special Allowance	42,900
House Rent Allowance	45,000
Medical Allowance	15,000
Conveyance Allowance	9,600
Others	0
Total Cost to Company	2,25,000

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

