**Compensation Revision** **Letter** <<Month YYYY>>

Dear **<<Name>>**,

At Ganit, our people are central to the success of our company, and we are at an exciting growth phase and are delighted that you are on this journey with us – Thank you.

Based on your performance, our performance and market conditions, we are pleased to inform you about the revision in your compensation.

You have been promoted as a **<<Designation>>.** Congratulations!

Your revised compensation for next year, effective **<<DD MMM YYYY>>**, would be as follows.

|  |  |
| --- | --- |
| Fixed Pay | INR **<<FA>>** |
| Variable Pay | INR **<<VA>>** |
| Retention Pay | INR **<<RA>>** |
| Total Compensation | INR **<<TA>>** |

You will be eligible for ESOPS worth **<< INR Amount>>**

Retention pay would be processed in your 7th month & 13th month salary. Any retention pay amount received during the next 12 months will be recovered in case of separation.

Variable payout will be processed with 13th month’s (from the date of this letter) salary, based on our performance and your performance in the next 12 months including other parameters which the organization may decide. Employee should not be serving notice at the time of payout.

Your variable pay for last year will be processed at **<<Percentage>>** in this payroll.

Breakup of the new compensation can be viewed in keka by end of the month. This revised pay will be processed in the **<< Month>>** month's payroll, subject to normal deductions, with arrears if any.

***Please note that your compensation is confidential, and you are required to not divulge, or discuss your compensation with any other Ganitan or external parties.*** ***If you have any questions, please reach out to us through keka ticket or in person.***

Thank you once again for your dedication, contributions and commitment to Ganit.

**For Ganit Business Solutions Private Limited**

**SA Praveen**

AVP Human Resources