

Date: 20 June, 2023

EMP NAME: Vennapusa Manohara Reddy
EMPID: LS-13873
EMP DESIGNATION: QA Engineer

SUB: APPRAISAL LETTER

Dear Mr. Vennapusa Manohara Reddy,

We appreciate your dedication, hard work, and valuable contributions to Likedin Services. Your performance over the past has been exemplary, and as a recognition of your efforts, we are pleased to inform you about your salary increment.

Effective from first of next month onwards, your revised annual CTC will be **12,00,000/-**. The updated salary structure will be detailed in an official annexure below.

Employee Name	Vennapusa Manohara Reddy	
Designation	QA Engineer	
Department	IT	
Particulars	Per Month	Per Annum
Basic Salary	40000	480000
House Rent Allowance	20000	240000
Conveyance Allowance	1600	19200
Transport Allowance	0	0
Medical Allowance	1250	15000
ESI Employer	0	0
Special Allowance	6000	72000
CCA	31150	373800
Total	100000	1200000
Deductions		
PF	1800	21600
PT	200	2400
Other deductions	2100	25200



We believe that your commitment and expertise continue to add immense value to our organization, and we look forward to your continued growth and success with us. If you have any queries regarding this update, please feel free to reach out to [HR Contact Person].

Once again, congratulations on your well-deserved increment!

**Yours Sincerely,
For Likedin Services Private Limited.**



**Tej Pradeep,
Manager-Human Resource.**

