



To,
Astha Rajput
125 Block D-Panki,
Kanpur Nagar,
Uttar Pradesh (208020)

Performance Appraisal Letter

Dear **Astha Rajput**,

We are pleased to present this appraisal letter to recognize and commend your unwavering dedication and invaluable contributions to our organization. Your performance throughout this year has far surpassed our expectations, showcasing your steadfast commitment to our shared goals. We have no doubt that you will continue to rise to the challenges that lie ahead in the upcoming year.

We take great pleasure in informing you that, based on your outstanding performance, you have earned a performance-linked incentive of **Rs. 1,00,000** for the year **2017-2018**. Congratulations on this well-deserved reward, which reflects your exceptional merit.

Additionally, we are pleased to announce that your annual compensation for the year 2017-2018, effective from 27th November 2018, has been increased to **Rs. 8,55,823 (Rupees Eight Lakh Fifty-Five Thousand Eight Hundred and Twenty-Three only)**. The detailed breakdown of this enhanced package will be communicated to you by our Human Resources department. Please note that all other terms and conditions stated in your initial letter of appointment remain unchanged.

We kindly request you to sign and return the duplicate copy of this letter as a token of your acceptance, which you may retain for your records.

Once again, we extend our warmest congratulations and best wishes for your continued success.

Narsimha rao

HR Manager
Human Resource
System Gains Private Limited