

**PERSONAL & CONFIDENTIAL**

**HR/Statutory - Bonus/October/2019**

October 30, 2019

**Name : Singaram Sai Ram**

**Emp No : 2363009**

Dear Singaram,

We are pleased to intimate that you are eligible for a one-time Bonus of **INR 305**. This Bonus is to be processed as a part of the October 2019 payroll cycle and will be credited on November 01.

Please note that this is in line with the provisions of the Payment of Bonus Act, as amended. As per statutory regulations, this component will be paid as "Bonus" - Else, it will be paid as "Ex-Gratia".

All other terms and conditions of your service remain unchanged. Please note this bonus payout is personal to you and hence you're requested to maintain confidentiality of the same.

We wish you the very best in your career with us.

**Best Wishes,**

**Global Compensation & Benefits**

**Note:** This is a system generated document and will not have signature.