

**Shrestha Sah****28th July 2022****ST/SD/22/948****Associate Engineer****Subject: Trainee Confirmation & Salary Revision**

Dear Shrestha Sah,

This is with reference to the successful completion of your six-month training program with Successive Technologies post which you have been eligible for compensation revision with respect to your Traineeship Letter.

The purpose of this letter is to inform you that we value the contribution and dedication showcased by you during the training period and we expect you to continue the same.

Hence, in recognition of your performance, your annual compensation for the year **2022-2023** has been revised to **INR 3,15,000/-**, (Fixed – 3,15,000/-). The revised salary shall be effective from July 17, 2022.

The appointment letter shall be shared with you soon stating all the terms and conditions.

Your next salary review will be due on April 01, 2023, on a pro-rata basis from the last date of salary revision.

We wish you all the best for your in career ahead.

Regards

**For Successive Technologies,****Manisha Rawat**  
**Senior Manager- Human Resources**

**Annexure: -**

<b><u>A. Fixed component of compensation</u></b>	<b>Per Month (Rs.)</b>	<b>Per Annum (Rs.)</b>
a. Basic Salary	15000	180000
b. House Rent Allowance	6529	78342
c. Statutory Bonus	2200	26400
d. Special Allowance	0	0
<b><u>B. Reimbursement Component</u></b>		
a. Telephone Reimbursement	0	0
b. LTA Reimbursement	0	0
<b><u>C. Other Benefits</u></b>		
a. Company's Contribution PF	1800	21600
b. Company's Contribution ESI	0	0
c. Gratuity	722	8658
<b>D. Annual Fixed Compensation (A +B +C)</b>	<b>26,250</b>	<b>3,15,000</b>
<b>E. Variable Pay</b>	<b>0</b>	<b>0</b>
<b>F. Total Cost to Company (D +E)</b>	<b>26,250</b>	<b>3,15,000</b>

**Note:**

1. Gratuity will fall due as per the statutory guidelines laid out in the law at the time of separation and is not payable unless the specified employment period as per the act is completed.
2. LTA: Reimbursement shall be made subject to submitting requisite bills - to the extent of the amount eligible and declared by the employee.
3. Income Tax will be computed based on the tax plan submitted by the employee and will be deductible from the above compensation as per the prevailing tax laws.
4. The variable pay will be subject to your individual goal-driven performance, unit and company performance and the payment will be subject to your being in active employment at the time of disbursement. Serving Notice period will not be considered as active employment.