

Date : 13/08/2019

Name: **Sunil**
Employee ID: **A00003**
Location: **Delhi**

Subject: Appraisal cum Promotion Letter

Dear **Sunil**,

Congratulation on your Promotion!

We thank you for your valuable contribution to the Company.

Recognising the efforts put in, we are pleased to promote you to XXXXXXXX w.e.f. **26-Jun-2019**.

****All other terms and conditions as per Company policy will continue to apply.**

For, **Landmark Insurance Brokers Pvt. Ltd.**

Authorized Signatory

Landmark Insurance Brokers Pvt. Ltd.

(CIN U66030PN2002PTC017009)

IRDAI CoR No: 216 | Broker Code: DB 089/03 | Valid From 13/10/2018 till 12/10/2021 (originally licensed on 13/10/2003 and renewed thereafter) | Category: Direct (Life & General) | A member of IBAI

Regd. Office: Unit No. 402, 4th Floor, Business Avenue, Lane No.6, Koregaon Park, Pune (Maharashtra) - 411 001

Corporate Office: Unit No.3, 4th Floor, The Centrium, Phoenix Marketcity, LBS Marg, Kurla (West), Mumbai (Maharashtra) - 400 070
1800 419 419 9 (Toll Free) | www.policyboss.com | customercare@policyboss.com

Insurance is subject matter of solicitation

ANNEXURE-II [Remuneration/Salary Details]

ANNEXURE

Name of the Employee	Sunil
Designation	
Location	Delhi
Effective Date	26-Jun-2019

COMPONENTS	MONTHLY	ANNUALLY
Basic	6000	
House Rent Allowance	1640	
Leave Travel Allowance	0	
Gratuity	367	
Adv. Statutory Bonus	1500	
Fuel (Reimbursement)	0	
Driver's Salary (Reimbursement)	0	
Mobile Reimbursement	0	
Professional Development	0	
Meal Allowance	0	
Performance Reward	1200	
Business Expense Reimbursement	0	
Other Allowance	1	
Gross Salary	10708	
Employer PF	944	
Employer ESIC	348	
Performance Variable	0	
Lease Car Expense	0	
Cost to Company (CTC)	12000	XXXXX

* PT applicable as per the State norms

** Net take home is subject to TDS deductions

*** Variable Pay is subject to Performance and will be paid annually

**** Performance Reward is subject to Performance and will be paid monthly

For, **Landmark Insurance Brokers Pvt. Ltd.**

Employee Name: Sunil

Authorized Signatory

Employee Code: A00003

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