

PROMOTION LETTER (Private & Confidential)

Date: 22 March, 2018

Emp. Name : Taheer Ahamed Shaik Emp. ID YBR1644

Designation: Software Associate Department : IT

Sub: Promotion Letter for the Year of 2018-2019:

Dear Taheer Ahamed,

Congratulations on your promotion!

We sincerely appreciate your contribution towards the progress and success of the company through your dedicated efforts during the period (2017-2018) as a Software Associate. It is great pleasure to inform you that you are promoted as a Software Engineer. Accordingly, your compensation is revised to Rs. 3,51,000/- per annum with effect from 01 April, 2018.

Annual Revised Compensation Structure:

Salary Particulars	Monthly Amount (Rs.)	Yearly Amount (Rs.)
Basic	14,625	1,75,500
House Rent Allowance	5,850	70,200
Travelling Allowance	800	9,600
Medical Allowance	1,250	15,000
Special Allowance	6,725	80,700
Fixed Compensation	29,250	3,51,000
Annual Incentive Pay*		00
Total Cost To Company(TCTC)		3,51,000

All other terms and conditions of your employment as stipulated in your appointment letter or subsequent modifications therefore remain unchanged and will be governed by the company's HR Policies prevalent at the time.

We look forward to your continued support and efforts in taking the organization to higher levels of competence and excellence.

infotechs Pvt. Ltd.,

HR Manager – HR Department

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Rounika Manda



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