

Appraisal Letter

08 June, 2025

Name: Pooja Sri

Employee Code: VL659

Designation: GRAPHIC DESIGNER

Dear Ms Pooja Sri,

We would like to congratulate you on your performance over the last one year.

In recognition of your performance and contribution to the organization, we are glad to inform you that, you have been promoted as **GRAPHIC DESIGNER** with an increment of **Rs.62,000/-** PA (Sixty Two Thousand Rupees only) on your existing gross salary with effect from June 1st, 2025. Detailed revised salary structure is enclosed in the Annexure A.

Next appraisals would be held in July 2026 if the company does well commercially. Parameters for the next appraisal shall be on the following basis:

- a) 40 points for Attendance
- b) 40 points for Production
- c) 20 points for Quality

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- b) 40 points for Production
- c) 20 points for Quality

- a) Your contribution on the team's target
- b) Cross Training
- c) Bench Contribution

Other terms and conditions as mentioned in your Appointment Letter continue to apply.

Thanks again for putting in your best efforts and looking forward to a mutually rewarding time ahead!

Kindly sign the copy of the letter as a token of your acceptance.

Sincerely,

VLead Design Services Private Limited

Nirmala Thamarai

Manager - HR

Annexure A

Employee Name: Pooja Sri
Employee Code: VL659

| | Salary Components | | | |
|---|-------------------|-----------|-----------------------------------|-----------|
| Description | Current Salary | | Salary after Appraisal, June 2025 | |
| | Per Annum | Per Month | Per Annum | Per Month |
| Basic | ₹ 9,000 | ₹ 750 | ₹ 11,000 | ₹ 917 |
| HRA | ₹ 2,500 | ₹ 208 | ₹ 3,500 | ₹ 292 |
| Conveyance | ₹ 1,100 | ₹ 92 | ₹ 1,400 | ₹ 117 |
| Medical Allowance | ₹ 3,000 | ₹ 250 | ₹ 3,200 | ₹ 267 |
| Special Allowance | ₹ 1,500 | ₹ 125 | ₹ 1,800 | ₹ 150 |
| Gross (A) | ₹ 17,100 | ₹ 1,425 | ₹ 20,900 | ₹ 1,742 |
| Benefits (B) | | | | |
| Employer PF Contribution | ₹ 1,000 | ₹ 83 | ₹ 1,500 | ₹ 125 |
| Employer ESI Contribution | ₹ 150 | ₹ 13 | ₹ 180 | ₹ 15 |
| Benefits (C) | | | | |
| Group Medical Insurance | ₹ 1,400 | ₹ 117 | ₹ 1,500 | ₹ 125 |
| Group Personal Accident | ₹ 1,520 | ₹ 127 | ₹ 1,820 | ₹ 152 |
| CTC (A+B+C) | ₹ 21,170 | ₹ 1,764 | ₹ 25,900 | ₹ 2,158 |
| Deduction (D) | | | | |
| Employee PF Contribution | ₹ 1,800 | ₹ 150 | ₹ 1,800 | ₹ 150 |
| Employee ESI Contribution | ₹ 150 | ₹ 13 | ₹ 120 | ₹ 10 |
| Professional Tax | ₹ 600 | ₹ 50 | ₹ 600 | ₹ 50 |
| Group Medical Insurance | ₹ 450 | ₹ 38 | ₹ 450 | ₹ 38 |
| Net Take Home (A-D) | ₹ 14,100 | ₹ 1,175 | ₹ 17,930 | ₹ 1,494 |
| D - Statutory Deductions applicable from time to time | | | | |

Note: All the salary components associated with your employment in VLead like Special Value Payment (SVP), any Variable Component, Bonus, Commission, Verbal or Written promises or representations, Mobile/Telephone reimbursements, other allowances, other benefits mentioned in your previous Appointment letters, Appraisal letters stands cancelled.

Sincerely,
VLead Design Services Private Limited

Nirmala Thamarai
Manager - HR
