

Appraisal Letter

29 May, 2025

Name: Pooja Sri

Employee Code: VL659

Designation: Team Lead

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 announce 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

In addition to the above, you will also be evaluated on the following:

- 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
