

## Appraisal Letter

10 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.45,000/- PA** (Forty Five 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
  
- a) 40 points for Attendance
- 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,

**V**Lead Design Services Private Limited

Nirmala Thamarai

Manager - HR

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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	₹ 12,000	₹ 1,200	₹ 1,500	₹ 150
HRA	₹ 8,000	₹ 800	₹ 1,000	₹ 100
Conveyance	₹ 5,000	₹ 500	₹ 7,000	₹ 700
Medical Allowance	₹ 4,000	₹ 400	₹ 5,000	₹ 500
Special Allowance	₹ 6,000	₹ 600	₹ 6,500	₹ 650
Gross (A)	₹ 35,000	₹ 3,500	₹ 21,000	₹ 2,100
Benefits (B)				
Employer PF Contribution	₹ 1,200	₹ 120	₹ 1,300	₹ 130
Employer ESI Contribution	₹ 500	₹ 120	₹ 600	₹ 250
Benefits (C)				
Group Medical Insurance	₹ 1,200	₹ 120	₹ 1,500	₹ 150
Group Personal Accident	₹ 1,500	₹ 150	₹ 1,800	₹ 800
CTC (A+B+C)	₹ 39,400	₹ 4,010	₹ 26,200	₹ 3,320
Deduction (D)				
Employee PF Contribution	₹ 2,000	₹ 200	₹ 2,500	₹ 250
Employee ESI Contribution	₹ 2,000	₹ 200	₹ 2,400	₹ 240
Professional Tax	₹ 1,200	₹ 120	₹ 1,500	₹ 150
Group Medical Insurance	₹ 1,200	₹ 120	₹ 1,500	₹ 150
Net Take Home (A-D)	₹ 28,600	₹ 2,860	₹ 13,100	₹ 1,310
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

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