

Revision Letter

Karthi V,
EMP ID : 204412

Dear **Karthi**,

Thank you for your contributions towards another year of growth. It is your continued commitment, dedication by delivering the best and partnering with our clients that has enabled us to sustain our success.

We are pleased to inform you that your Annual Cost to Company (CTC) has been revised to Rs.**350,750/-** , which includes an annual performance – linked incentive of Rs.**33,000/-**

Your revised compensation is effective from September 26, 2015. For further details, please refer to Annexure.

As per Human Resources circular dated 25th September, 2015, your notice period is Two Months (60 Days) effective 26th September, 2015.

Please accept your salary revision and terms related to employment and notice period. All other terms and conditions of your employment remain unchanged.

We look forward to your continued support in helping Sutherland and our clients achieve tremendous growth

Best wishes,



Anil Joseph
Vice President & Head of India HR

Annexure

Details of Monthly and Annual Cost to the Company	
Full Name	Karthi V
Designation	Sr.Specialist - Resource Plann
Effective date	September 26, 2015

Components	Existing (in Rs.)		Revised (in Rs.)	
	Monthly	Annual	Monthly	Annual
Fixed Pay (A)				
Basic Salary	7,041	84,492	8,370	100,440
House Rent Allowance	3,521	42,246	4,185	50,220
Bonus	1,408	16,898	1,674	20,088
Medical Reimbursement	1,250	15,000	1,250	15,000
Special Allowance/Choice Pay	5,878	70,530	7,685	92,223
Skill Based Pay (B)				
Skill Based Pay	750	9,000	750	9,000
Gross (A + B)	19,847	238,166	23,914	286,971
Variable Pay (C)				
Performance Incentive	2,750	33,000	2,750	33,000
Statutory Benefits and Insurance (D)				
Employer's Contribution to PF	1,800	21,600	1,800	21,600
Gratuity	339	4,062	402	4,829
Insurance	264	3,171	363	4,350
Cost To Company (A+B+C+D)	25,000	299,999	29,229	350,750
Net Salary (Gross - PF)	18,047	216,566	22,114	265,371

Performance Incentive	You would be eligible for Performance Incentive as per the terms and conditions specified in your offer letter.
Insurance	Accident Insurance, Mediclaim Insurance, & Life Insurance as per prevalent policy.