



27th November 2019

PROMOTION & COMPENSATION REVIEW LETTER

Employee Name : Yenduri Sai Venkata Satish
Employee Code : 8041435
Designation : Associate Engineer
Tier : Tier 4

Dear Yenduri Sai Venkata Satish,

Building on our 2018 progress, we further strengthened our position and helped our clients across industries deliver digital-first interfaces and delivery models. As we continue to deepen and broaden our Digital Engineering leadership position and capabilities in response to growing market demand, it is abundantly evident that we have an incredible opportunity to realize even greater market share and impact.

Thank you for your commitment to the journey and for helping to make Virtusa what it is today - a rapidly emerging leader in the Digital Engineering Services space. It gives us immense pleasure for us to recognize your contributions towards our on-going journey of growth and strengthening our competitive position in the Industry.

Compensation review continues to reflect our key compensation principles of:

- Competitiveness with the market
- Performance based recognition
- Internal Equity

Based on your potential and contribution in FY19, we are pleased to announce that you've been promoted to "Engineer" level w.e.f "October 01, 2019".

In recognition of your performance, we are pleased to confirm your revised Cost to Company to be ₹ 404,018/- per annum (Rupees Four Lakh Four Thousand Eighteen Only) which shall come to effect from November 01, 2019 as per Annexure I.

Once again, we would like to thank you for your contribution and look forward to your continued commitment.

Your compensation is confidential and should not be disclosed/ discussed with any other employee, doing this would constitute a breach of confidentiality.

Please do reach out to your Manager/ HR Partner if you need any additional information.

Yours sincerely

for Virtusa Consulting Services Private Limited,

Sundararajan Narayanan
Chief People Officer & Global Head of Human Resources



ANNEXURE – I

COMPENSATION AND BENEFITS STRUCTURE EFFECTIVE November 01, 2019

Employee Name	Yenduri Sai Venkata Satish			
Employee Code	8041435			
Designation	Engineer			
Tier	Tier 4			
	CURRENT COMPENSATION		REVISED COMPENSATION	
	Per Month (₹)	Per Annum (₹)	Per Month (₹)	Per Annum (₹)
Base Components (A)	13,966	167,592	15,363	184,356
Basic	9,311	111,732	10,242	122,904
HRA	4,655	55,860	5,121	61,452
Basket of Allowances (B)	9,144	109,728	12,646	151,751
Leave Travel Assistance (LTA)	0	0	0	0
Special Allowance	7,444	89,328	10,946	131,351
Food Reimbursements	0	0	0	0
Advance Statutory Bonus	1,500	18,000	1,500	18,000
Phone & Internet Reimbursements	0	0	0	0
Children Education Fee	200	2,400	200	2,400
Retirement Benefits (C)	2,248	26,972	2,292	27,509
PF - Company's Contribution	1,800	21,600	1,800	21,600
Gratuity	448	5,372	492	5,909
Fixed Compensation (A+B+C)	25,358	304,292	30,301	363,616
Variable Compensation (at 100%)	5,250	63,000	3,367	40,402
Cost to Company (Fixed Compensation + Variable Compensation at 100%)	30,608	367,292	33,668	404,018
Insurance Coverage: <ul style="list-style-type: none"> • Medical Insurance: Floating Coverage up to ₹ 200000/- per annum • Accident Insurance: Coverage of up to 1 X CTC with a Minimum Cover of INR 10 Lakhs • Life Insurance: Coverage of up to 1 X CTC with a Minimum Cover of INR 10 Lakhs {Per Annum CTC for GPA & GTL coverage = Base Components (A) + Basket of Allowances (B)}				

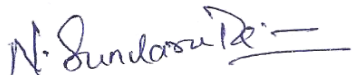
❖ Variable Compensation is payable as per the Variable Pay Policy and Company norms at your current level. Variable compensation amounts are indicative and the actual payment may vary based on individual achievement levels and overall Company performance. Variable Compensation & Bonus include Statutory Bonus payable under the Payment of Bonus Act, 1965.

Please note that the payment of variable compensation is based at the sole discretion of the management. In case of disputes, management reserves the right to make a final decision.

❖ Gratuity is payable as per Gratuity Act.

❖ Any statutory revision with regard to Employees' Provident Fund (EPF) / Employees' State Insurance (ESI) contribution or any other statutory benefits will have an impact on the net salary but the annual compensation will remain the same.

for Virtusa Consulting Services Private Limited,



Sundararajan Narayanan

Chief People Officer & Global Head of Human Resources

