

## Performance Appraisal Letter

29 April 2025

<b>Name of the Employee</b>	Chunchun
<b>Employee ID</b>	AR00448
<b>Current Designation</b>	Accounts Receivable Specialist
<b>Department</b>	Accounts Receivable
<b>Location</b>	Chennai

Dear Chunchun,

We are delighted to recognize your dedication and the contributions you have made to **Ventra Health**. Your unwavering commitment, professionalism, and the positive energy you bring to the workplace have significantly enriched our team and helped us achieve our goals.

After a comprehensive review of your performance and contributions, we are pleased to inform you of a revision in your compensation. Effective from **1<sup>st</sup> April 2025**, your annual Cost-to-Company (CTC) will be revised as follows:

- **Current CTC: ₹500995**
- **Revised CTC: ₹543443**

This adjustment reflects our deep appreciation for your hard work and the value you bring to Ventra Health.

As we look ahead, we are confident that your continued efforts will play a pivotal role in shaping our success. We are committed to supporting your growth and development and hope to see you achieve new heights within our organization.

Thank you once again for being an integral part of the Ventra Health family. We look forward to many more successful milestones together.

Wishing you continued success and fulfillment in your journey with us!

Lakshmi Menon

**Lakshmi Menon**  
Vice President – Human Resources

**Annexure**  
**Detailed Current and Revised Pay structure**

<b>Name:</b> Chunchun	<b>Current Annual CTC</b>	<b>Revised Annual CTC</b>
	500995	543443
<i>Basic Pay</i>	144000	202248
<i>House Rent Allowance</i>	28800	101124
<i>Statutory Bonus</i>	16800	16800
<i>LTA</i>	30000	30000
<i>Special Allowance</i>	246372	155448
<i>Gross Pay</i>	465972	505620
<i>Company's Contribution to PF</i>	21600	21600
<i>Company's Contribution to ESI</i>	0	0
<i>Gratuity</i>	6923	9723
<i>Performance Bonus</i>	0	0
<i>Food coupon</i>	0	0
<i>Insurance</i>	6500	6500
<b><i>Cost to the Company</i></b>	<b>500995</b>	<b>543443</b>

**Note:**

We would like to inform you that, as part of our recent review of the compensation structure, there will be a change in the **Basic component** of your salary, effective April 1, 2025.

This adjustment is aimed at aligning your salary structure with compliance / market standards.

**Please note:** Since several other components are linked to the Basic salary, this change may also result in adjustments to related allowances and benefits (such as [examples: Provident Fund, Gratuity, HRA, etc.]), in accordance with the revised structure.

Your updated compensation details will be reflected in your [Month] payslip. Please refer to Annexure 1 for the detailed breakup of your revised compensation.

Should you have any questions or need any clarification, please feel free to reach out to [payroll.india@ventrahealth.com](mailto:payroll.india@ventrahealth.com).