



5th November 2024

Dear **Prakash S**,

We are happy to have you on our team. We are pleased to revise your salary with effect from **October 1, 2024**, as per the following structure:

| Name | Prakash S |
|-------------------------------|-----------------|
| Basic | 17,200 |
| HRA | 8,600 |
| Special Allowance | 6,800 |
| PF Contribution | 1,800 |
| Total Monthly | 34,401 |
| Fixed Total Annual | 4,12,810 |
| Gratuity | 9,923 |
| Grand Total Annual | 4,22,733 |
| Home Office Support Allowance | 15,000 |
| Overall CTC | 4,37,733 |

In addition, you are also included in the Group Medical Insurance and Personal Accident Insurance per company policy. You are also eligible for Gratuity per the Payment of Gratuity Act.

Consequent to this change, your notice period will change from 2 month to 3 months.

Keep up the good work and look forward to growing together.

Please counter-sign the letter and acknowledge your acceptance within two days of receipt of this letter.

Yours sincerely

A handwritten signature in black ink, appearing to read "Kishore Kumar".

Kishore Kumar
Head – People Management

Prakash S

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