



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