July 24, 2006

Mr. ………………………

Junior Technical Operations Manager

Dear,

Last year went with a lot of growth and achievements at Company name including (some growth/ achievement data). The future holds a lot of promise and we are happy to have you as part of our team.

We are happy with your performance and are equally pleased to share that you have been promoted to **Technical Operations Manager** with immediate effect.

Your new compensation structure is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Compensation Head** | **Compensation (In INR)** | | |
| **Existing** | **Increment** | **Total** |
| Basic + D.A. |  |  |  |
| Conveyance Allowance |  |  |  |
| Medical Reimbursement |  |  |  |
| Food Allowance |  |  |  |
| Flexible Allowance |  |  |  |
| Gift |  |  |  |
| Retirement Benefit |  |  |  |
| **Subtotal of Annual Salary** |  |  |  |
| Employer contribution to EPF |  |  |  |
| **Annual Total** |  |  |  |

The raise in your salary would be applicable from **Jun 01, 2006.**

Your next compensation review will come up in July 2007. We look forward to even greater contribution from you in the future.

Yours Sincerely,

Manager HR