

29th June 2016

To,
Mary Allen
Office Assistant

Dear Mary Allen,

Performance review allows us to look at the accomplishments and contributions you have made to the organization over the past year. We take this opportunity to thank you for your valuable contribution in achieving the Foundations objectives.

Consequent to the review of your performance over the last year your revised annual gross salary is \$ 2,54,285 /- and yearly performance bonus is \$ 25,429 /- w.e.f **1st April, 2016**. The detailed structure is attached in Annexure1.

Terms and Conditions:

Appraisal Amount:

The revised compensation package has been customized for you taking into consideration your performance, organisational policies and related factors.

Confidentiality:

Your compensation package is unique to you and not for comparison with other team members of the organisation. Please don't share or disclose your compensation with anybody other than your departmental head or HR.

Thank you again for all of your focus, dedication and hard work. We are confident that with our continued efforts and teamwork, we will celebrate more successes in the near future.

Best wishes,
John Doe
Financial Controller
GroSum Foundation

* This is a computer generated letter and does not require signature and stamp

Annexure1

W.e.f: 1st April 16
 Name: Mary Allen
 Position: Office Assistant
 Location: Bangalore
 CTC: \$ 3,01,920/-

| Description | Salary for 2015-2016 (\$) | Revised Salary for 2016-2017 (\$) | Annual (\$) 2016-2017 |
|---------------------------|---------------------------|-----------------------------------|-----------------------|
| Basic Salary | 7,371 | 8,476 | 1,01,714 |
| House Rent Allowance | 3,685 | 4,238 | 50,857 |
| Conveyance Allowance | 1,604 | 1,600 | 19,200 |
| Special Allowance | 2,674 | 3,507 | 42,085 |
| Medical Reimbursement | 1,250 | 1,250 | 15,000 |
| Telephone Reimbursement | 1,843 | 2,119 | 25,429 |
| Gross Pay | 18,426 | 21,190 | 2,54,285 |
| Performance linked bonus | | | 25,429 |
| Medicclaim annual premium | | | 6,000 |
| PF Employer Contribution | | | 12,206 |
| Life Insurance coverage | | | 4,000 |
| Cost to Company | | | 3,01,920 |

*Matter of your compensation is confidential information, please donot share it with anybody apart from your Reporting Manager

Warm regards,
 John Doe
 Financial Controller
 GroSum Foundation

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