Date:

Dear Mr. ,

In recognition of your performance and contribution to the organization during the appraisal period 2008-2009, your monthly CTC is being revised to **Rs. /- (Rupees and no paise) w.e.f.**

Your revised Compensation and Benefits Structure is given below for your reference.

COMPENSATION AND BENEFITS STRUCTURE

Components	Monthly Rs.	Annual Rs.
Basic		
House Rent Allowance		
Professional Development Allowance		
Conveyance		
Helper Allowance		
Medical Reimbursement		
Meal Vouchers		
Other Allowance		
Monthly Gross		
Annual Gross		
Mobile reimbursement		

- Apart from the above CTC you are eligible to claim official tour expenses as per the company policy.
- Mobile expenses exceeding Rs.700 will be deducted from your monthly salary.
- You will be provided a SIM card with CUG connection. You are requested to handover the SIM card while leaving the organization.

Kindly sign and return the duplicate of this letter as a token of your acceptance.

Wishing you the best for the next year. Do keep up your good performance.

Cheers!

Executive Director