Date: \_\_\_\_\_\_\_\_\_\_\_

[Mr./Ms.\_\_\_\_\_\_\_]
[Co.]
Branch- [\_\_\_\_\_\_\_\_\_]Dear Mr./Ms. \_\_\_\_\_\_\_\_\_, The Company is pleased to inform you that your base salary has been revised to Rs.\_\_\_\_\_\_\_\_\_. w.e.f. \_\_\_\_\_\_\_\_\_. The detailed Pay Structure is annexed as a part of this letter. (Annexure I (II))All the other terms and conditions of your appointment remain unchanged. We appreciate the efforts put in by you and expect that you would continue to do so in the future. Yours sincerely,For XYZ [P] Ltd.
Authorized signatory
[Name]
[Designation]
Encl.: Annexure: - Terms & Conditions (Annexure I (II))
Enclosure:-
1. Your annual compensation package consists of a gross of Rs. \_\_\_\_\_\_\_\_\_\_\_\_/- Salary (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only.) per annum, Your annual Salary Break up is as follows:- Basic: Rs. \_\_\_\_\_\_\_/-, HRA: Rs. \_\_\_\_\_\_\_\_\_\_/-, Medical: Rs. \_\_\_\_\_\_\_\_/-, Conveyance: Rs. \_\_\_\_\_\_\_\_\_/- (Annexure II), with effect from the date of your joining. Income Tax /Professional Tax will be deducted each month according to the Income Tax rules as/if applicable. Each employee will be expected to take care of his/her tax planning on an individual basis. Rs. \_\_\_\_\_\_\_\_\_\_\_\_/annum is your fixed salary. (From Annexure I, Terms and Condition of Employment).
Please understand that this letter spells out some of the terms and conditions of employment and that the other service rules of the company, as currently in force and as amended from time to time will be applicable to you.

I have read, understood and agree to abide by the aforesaid terms and conditions of employment.

Signature of the employee: Date:
[Name]