

Salary Increment Letter

To

Miss. Neha
Delhi Automation Systems

Sub: Increment Letter

Dear Miss. Neha

We congratulate you for your hard work, enthusiasm, dedication, and continuous effort in meeting the organization's objective.

On reviewing your performance for the year 2023-24, we are glad to announce an increment of Rs. 22,000.00 (Rs. Twenty-Two Thousand in words) on your existing salary Rs. 20,000.00 (Rs. Twenty Thousand in Words) with effect from 01.04.2024

We expect you to keep up your performance in the years to come and grow with the organization.

Please sign and return the duplicate copy in token of your acceptance, for your records.

Wish you all the best.

Regards
Sales and Application Manager
Business Partner

Dharmender Kashyap
+91-8882227757



Need to focus of below Points:

1. Always follow office rules.
2. Use spare time for office productive work.

Accepted by

Miss. Neha

Salary Increment Letter

ANNEXURE-1

NAME : MISS. NEHA
DESIGNATION : SR. MANAGER COMMERCIAL
LOCATION : DELHI OFFICE
D.O.B. : 10TH DECEMBER 1996
QUALIFICATION : B.COM
DATE OF JOINING : 12TH JULY 2021

SALARY COMPONENTS:

BASIC SALARY MONTHLY : 22000.00
MEDICAL INSURANCE : 5 LAKH YEARLY (SBI)
PAID LEAVES : 20 DAYS YEARLY (7 CARRY FORWARD)
MAX CARRY FORWARD 30 DAYS
WORKING DAYS : 6 DAYS
HOLIDAY : SUNDAY
LATE ALLOWED : 2 Days
CASUAL LEAVE : 2 DAYS PRIOR INTIMATION
WITH LEAVE FORM AND VALID REASON
EMERGENCY LEAVES : LEAVE APPLICATION WITH VALID REASON
AT THE TIME OF REJOINING
TIMINGS : MORNING 10:00 AM
RELAXATION 30 MIN TILL 10:30 AM
EVEING 6:30 PM DEPENDS ON WORK