

# Letter of Appraisal

**Date:** 29-02-2024

**Employee ID:** APD-1084

**Employee Name:** Muhammad Zain

**Address:** House No. R-781, Sec 15-A/3, Buffer Zone Karachi, Karachi, Pakistan

**Subject:** Salary Increment

Respected Muhammad Zain,

Appedology Pvt. Ltd. acknowledges your services and persistent efforts with us in **Software Development** Department. Moreover, to reward your exceptional and successive performance with meeting your targets, Management is pleased to announce an official Appraisal in your remuneration with effect from **01-02-2024**. Your updated salary breakup is below:

Basic Salary	PKR 88,400
House Rent	PKR 22,100
Utility Allowance	PKR 13,000
Medical Allowance	PKR 6,500
Gross Salary	PKR 130,000

All other terms and conditions shall remain unchanged.

**Congratulation on your success and we wish you all the very best for your future career with Appedology Pvt. Ltd.**

Sincerely yours,

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**HR Department**  
**Appedology Pvt. Ltd.**

**IMPORTANT NOTE:** Your salary revision is confidential information and should remain between you and the concerned HR member only. In event of its disclosure directly or indirectly, Management will take strict actions against this act of irresponsibility.