

Letter of Appraisal

Date: 16-12-2021

Employee ID: APD-0123

Employee Name: Muhammad Aqib

Address: House # 5/1241, Block 5, Shah Faisal Colony, Karachi.

Subject: Salary Increment

Respected Muhammad Aqib,

Appedology Pvt. Ltd. acknowledges your services and persistent efforts with us in **Accounts & Check Processing** 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 **01-12-2021**. Your updated salary breakup is below:

Basic Salary	PKR 20,400
House Rent	PKR 5,100
Utility Allowance	PKR 3,000
Medical Allowance	PKR 1,500
Gross Salary	PKR 30,000

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,

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.