

Letter of Appraisal

Date: 23-02-2022

Employee ID: APD-0284

Employee Name: Rama Jeewan

Address: House # L1051, Street No. 10, Block 1, Jinnah Colony, Clifton, Karachi.

Subject: Salary Increment

Respected Rama Jeewan,

Appedology Pvt. Ltd. acknowledges your services and persistent efforts with us in **Matrix Document Imaging** 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 **01-02-2022**. Your updated salary breakup is below:

Basic Salary	PKR 25,840
House Rent	PKR 6,460
Utility Allowance	PKR 3,800
Medical Allowance	PKR 1,900
Gross Salary	PKR 38,000

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.