

Letter of Performance

October 31, 2006

<Name>

<Company>

<Employee Number>

Dear _____

Congratulations!

Your performance during the year was exemplary! You were rated as _____ by your manager.

Accordingly, we have decided to upward revise your compensation and increase your CTC by Rs. _____ w. e. f. _____.

A onetime performance award of Rs. _____ is also being given to you.

Whilst appreciating your dedication and performance, we look forward to your sustained performance in the year ahead and wish you a bright career with our company.

Best Regards,

<Name of the Business Leader>

<Designation>

<Company>