



**Office:** 1st Floor, Saket House,near Navale Hospital,  
Narhe, Pune 411041  
**Phone:** +91 8127 28 8127  
**Email:** info@ilitecode.com  
**Website:** <https://ilitecode.com/>

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## Increment Letter

**Shraddha Sadavarte**  
EMP ID - EMP0001

**Date:** 23 February 2026

Dear Shraddha,

You are aware of the recent salary appraisal/changes in the levels being planned. New levels and corresponding titles are being introduced and you, along with all other employees, will be placed in the new set.

We are pleased to inform you that your salary has been increased by **Rs. 2,000 per month**, positioned at **Software Developer**. Your employment records are being updated to reflect the same. Kindly note that salary appraisal/fitment is a function of a direct one-on-one change for all employees. This is based on an individual evaluation, which was done in the appraisal process.

**Your revised Cost to Company (CTC) will be Rs. 524,000 per annum.**

This increment will be effective from **25 March 2026** , i.e., starting from next month.

There is no change in your employment status and the terms and condition of your employment and policies of the company governing it. Changes to the policies, if any, will be published in the respective manuals that are available to all employees, on the intranet. We appreciate your commitment to the organization and look forward to many more years of association. We wish you success in all future endeavours.

## ₹ Revised Salary Breakdown

Basic Salary (50%): ₹**121,834** HRA (50% of Basic): ₹**10,917**

Conveyance: ₹**12,183** Medical: ₹**1,611**

Telephone: ₹**1,873** Special Allowance: ₹**17,249**

Professional Tax: -₹**1200** Gross Salary: ₹**143,667**

New Monthly Net Salary

₹**143,467**



AkshayG

HR Manager  
**LiteCode Software Pvt. Ltd.**

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\*Company Confidential - This communication is confidential between you and LiteCode Software Pvt. Ltd.