

## Increment Letter

Date : 19<sup>th</sup> September, 2020

To,

Mr. Pabitra Adhikary

Address: Village + Post – Ramchandrapur, P.S – Moyna,

District : Purba Medinipur, Pin : 721647.

### SUB : Increment of remuneration

Dear Pabitra,

We are glad to inform you that your salary has been upwardly revised and your designation will be **Sr. Programmer**.

We are sure in coming days, you would take extra effort to contribute to the overall growth of the organization as well as yours.

You will henceforth get the following remuneration from **1<sup>st</sup> September, 2020**.

Basic Salary	16,650
HRA	9,250
TA	1,850
Medical	3,700
Food Allowance	3,700
Dress Allowance	1,850
<b>Gross Salary</b>	<b>37,000</b>

Increment Cycle : Annual

Terms and Conditions:

Henceforth leave application will be approved always on prior application except medical emergency. You have to provide relevant documents if you take more than 2 days of consecutive leaves on medical ground.

**KARMICK SOLUTIONS**

Phone: + 91 33 2426 4362

Email: sales@karmicksolutions.com

**Duties and Responsibilities:**

Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your nature of job, skills and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

In case of any technical/ non-technical grievances you are free to pose your questions to respective department. You are also welcome to share your innovative ideas with management that will boost up the growth of the company.

**Termination clause :**

You have to serve a notice period of minimum 40 working days from the date of your resignation, which you can send through a written communication to HR department along with your immediate senior.

In case for all senior positions **(Including all who are mentioned the term Sr. with their designation along with Team Leader/ Managers and above)** the notice period would be 45 working days.

This time period can be extended if required for completion of any given assignment.


Company is not liable to pay any dues or to provide any reliving documents if you fail to serve the above mentioned notice period.

Once you put your resignation you are not eligible to take leave/ half days apart from serious medical issue during your notice period. For any emergency if you take any leave, the number of leaves taken by you would be added to your notice period.

Your accumulated leaves would be paid off along with your final payment settlement.

Company can release you earlier than your notice period if company feels so. In that case you will get your dues and reliving documents in due course of time.

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**Even after leaving the company the following clauses are applicable to you:**

- A. After having left the organization you will never share and/ or disclose any confidential information and/ or matter related to this organization
- B. That at any point of time in future you won't contact the clients of the company
- C. If at any time you have committed any breach of trust in this regard, you shall be fully answerable for any such disclosure and/ or leakage of information as aforesaid and company shall be at liberty to take appropriate legal action against you and shall also have the right of holding you responsible for all cost and consequences thereof.
- D. You will always be available to support the company for the projects you have worked on for a reasonable period of time even after you leave this company.

**Retirement clause :**

You will retire in the normal course from the services of the company on attaining age of 58.

We sincerely believe we would have this relationship as long one.

**Thanking You,**

Karmick Solutions Pvt. Ltd.

  
.....  
Sourav Roy  
(Director)

**Please sign this letter as mark of acceptance**

.....  
**Name: (Pabitra Adhikary)**

**Date :** .....

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