**The first two paragraph can be edited, will check and issue accordingly with Mphasis format**

Month /Date, Year

**TO WHOMSOEVER IT MAY CONCERN**

This is to confirm that **Emp** **Name** (EMP No: ) was a full time (40 hours/week) employee of **Mphasis limited (India),** he was employed from **DD MM, YYYY** till **DD MM, YYYY**. The Last designation held within the organization was **“XYZ”.**

**During this time, he performed the following duties and responsibilities:**

**Please mention only your roles and responsibilities:**

**Tools / technologies performed:**

**Should be simple, Letter will not be given subjective.**

**Please provide us with the following details and will expedite the letter request**

**Kindly ensure you provide us the reporting manager’s approval for the skills that you had handled while you were with Mphasis.**

**CTC/ Salary details will not be mentioned in the Skill set letter.**

Should you have any questions or concerns, please do not hesitate to contact the undersigned

[Hetal.raval@mphasis.com](mailto:Hetal.raval@mphasis.com)