



Sukalpa Tech Solutions Pvt. Ltd.

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Date: 2025-06-26

Request for Opening Savings Bank Account for Employee

To
Address:
mlkm,

Subject: Request for Opening Savings Bank Account for Employee

Dear Sir/Madam,

This is to confirm that Mrs jkl is a permanent employee of our organization. He has been newly appointed, and his date of joining is 20-Jun-2025. He is currently designated as **nmkm**.

We kindly request you to open a Savings Bank (SB) account in his name with your esteemed bank. The following are the employee's details for your reference:

Employee Details:

Employee Name: nmjkmn

Date: 20-Jun-2025

Residential Address: dfgdx

Employee ID: sdf

Contact: 3234534

Please submit these details by 2025-06-26 to ensure timely processing.

Thank you for your cooperation.

Regards,

Yours sincerely,

Your Name, Designation