Letter Head of the company (including Address and Website)

June 28, 2024

**TO WHOMSOEVER IT MAY CONCERN**

This letter is being issued to <Full Name> <EMP ID> on his request. This letter is to confirm that <Full Name> was employed with <ISCHOOL INDIA Private Limited>, (Previously ISCHOOLCONNECT TECHNOLOGIES Private Limited) Full time (45 Hours per week) in Gurugram, India from June 23, 2010 to January 06, 2017. He was designated as Project Manager. His annual salary was INR 6,62,000.

|  |  |  |  |
| --- | --- | --- | --- |
| DESIGNATION | Start Date (DD/MM/YYYY) | End Date  (DD/MM/YYYY) | LOCATION |
| Senior Analyst | June 23, 2010 | June 23, 2013 | Mumbai (India) |
| Assistant Manager | June 24, 2013 | June 23, 2016 | Bangalore (India) |
| Project Manager | June 24, 2016 | January 06, 2017 | Hyderabad (India) |

During his tenure, he performed the following duties as a Senior Analyst - (From June 23, 2010 to June 23, 2013)

<List at least 5-7 roles and responsibilities>

During his tenure, he performed the following duties as an Assistant Manager - (From June 24, 2013 to June 23, 2016)

<List at least 5-7 roles and responsibilities>

During his tenure, he performed the following duties as a Project Manager - (From June 24, 2016 to January 06, 2017)

<List at least 5-7 roles and responsibilities>

Technologies: ⎯ (Only for ACS clients)

Should you require any additional information regarding his employment with our company, please do not hesitate to contact at \_\_\_\_\_\_\_\_\_ or send an email to \_\_\_\_\_\_\_\_\_\_\_\_

For <Company Name>,



Full name

Designation

Email ID

Contact Number