



Regd. No: 84260/067/068

**Leapfrog Technology Nepal Pvt. Ltd.**

31st January 2022

**TO WHOM IT MAY CONCERN**

This is to certify that Mr. Ajal Tandukar was a fixed-term employee at Leapfrog Technology Nepal Pvt. Ltd from August 20, 2019 till January 31, 2022 as an Operations Assistant.

We found Mr. Tandukar to be a hardworking person. He has a good track record and has presented himself as one of the good employees of the company.

We wish him all the best for his future endeavors.

Yours Sincerely,

A handwritten signature in purple ink, reading 'Mamita Shrestha', with a horizontal line underneath.

**Mamita Shrestha**  
Principal People Officer  
Tel: +977 (1) 4-519766  
Email: mamitashrestha@lftechnology.com



Official Stamp

**Leapfrog Technology Nepal Pvt. Ltd.**

31st January 2022

**TO WHOM IT MAY CONCERN**

This is to certify that Mr. Ajal Tandukar was a fixed-term employee at Leapfrog Technology Nepal Pvt. Ltd from August 20, 2019 till January 31, 2022 as an Operations Assistant.

His responsibilities as an Assistant, Operations were as follows:

1. Regular emails to customers
  - a. Send out regular emails to customers thrice a week (every Mondays, Wednesdays, and Fridays).
  - b. Send the emails after the Weekly Data Refresh was completed.
2. File data to APP and notify customers
  - a. Send the data from the upload center to the application on a daily basis.
  - b. Notify the customers after filing the data.
  - c. Acknowledge and respond back to the customers within 24 hours of receiving the emails.
3. Upload Documents to APP
  - a. Fetch documents from FTP server and upload them to the application.
  - b. Created notes with categories that match the document being uploaded.

During his tenure, we found Mr. Tandukar to be a hardworking person. He has a good track record and has presented himself as one of the good employees of the company.

Yours Sincerely,



**Mamita Shrestha**  
Principal People Officer  
Tel: +977 (1) 4-519766  
Email: mamitashrestha@lftechnology.com



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Regd. No: 84260/067/068

**Leapfrog Technology Nepal Pvt. Ltd.**

31st January 2022

Dear Mr. Ajal Tandukar,

**Re: Release Letter**

Please be informed that your resignation has been accepted and you are being released from the services of **Leapfrog Technology Nepal Pvt. Ltd.** with effect from the end of office hours on 31st January 2022.

**Details of your resignation**

Resigned Date	:	31st December 2021 (16th Poush 2078)
Released Date	:	31st January 2022 (17th Magh 2078)
Compensated Till	:	31st January 2022 (17th Magh 2078)
Clearance Date	:	31st January 2022 (17th Magh 2078)

Your contribution to the organization is much appreciated. We wish you all the best in your future endeavors.

Thank you.

Yours Sincerely,

**Mamita Shrestha**  
Principal People Officer  
Tel: +977 (1) 4-519766  
Email: mamitashrestha@lfttechnology.com



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