



Request for Employment Confirmation Email

2 messages

bhanu medapalli <mbhanukiran2001@gmail.com>
To: payroll@bigcmobiles.com
Cc: Human Resources <hr@vertxsolutions.net>, Vijay Anand <vijayanand@vertxsolutions.net>

Sat, Nov 1, 2025 at 12:50 PM

Dear HR,

I hope you are doing well.

I am writing to kindly request an official employment confirmation letter or email stating that:

- I was employed with BigC Mobiles as a Sales Executive at Palasa Branch.
- My employment period was from 23-Nov-2022 to 14-Feb-2023 (0 Years 2 Months 22 Days).
- I worked approximately 66 hours per week.
- My monthly base salary was ₹10,000.

As I served only a short period with the organization, I understand that, as per company policy, a relieving letter cannot be issued in this case. Therefore, I kindly request a confirmation email acknowledging the above employment details.

Please find the snapshot below for more details regarding my employment, which may assist in processing this request. Thank you very much for your time and support. I sincerely appreciate your assistance.

Warm regards,
Bhanu Kiran Medapalli
Sales Executive
7794912034
mbhanukiran2001@gmail.com
BigC Mobiles.

 pf details.png
321 KB

Koti <payroll@bigcmobiles.com>
To: bhanu medapalli <mbhanukiran2001@gmail.com>
Cc: Human Resources <hr@vertxsolutions.net>, Vijay Anand <vijayanand@vertxsolutions.net>

Mon, Nov 3, 2025 at 10:39 AM

Hi

This is below employee worked our organization below mention period .as per my records.

EMP CODE	PLACE	NAME OF EMP	STATE	DESIG	DEPT	DOJ	DOL
B11501	PALLASA	BHANU KIRAN	AP	Asst.Salesman	SALES	23-Nov-22	14-Feb-23

Regards

Koti

Asst.HR Manager

9985531888

[Mail id – payroll@bigcmobiles.com](mailto:payroll@bigcmobiles.com)

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