

Date: 29/02/2020

EXPERIENCE cum RELIEVING LETTER

TO WHOM IT MAY CONCERN

This is to certify that **Ms. Harshika Patel** was working with our organization as a **Jr. QA Tester**, from **19/02/2019 to 29/02/2020**.

During her tenure with us we found her to be quite hardworking, sincere and result oriented person.

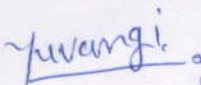
Since the inception of her appointment, she has been taking the assignments as a challenge by implementing result-oriented strategy. She has been a very dedicated individual who had absolutely no vanity in spite of her high accomplishments and profound knowledge in her field.

Yours faithfully,

For Vasundhara Vision.

Authorized Signatory

For Vasundhara Vision



Proprietor

Offer Letter

To,
Harshika Patel,
At. Post. Aat, Paras faliya,
Navsari, Ta- Jalalpore.

Welcome to Casepoint Pvt. Ltd.

In connection to your application date: **06-Feb-2020** and subsequent personal interview held on date: **11-Feb-2020**, we are pleased to offer you a position of **Associate Software Tester [B101]** in our company Casepoint Pvt. Ltd.; where the environment is charged with enthusiasm, and offers unlimited growth for individuals who live the company vision with a passion. This offer takes effect from your date of joining **02-Mar-2020**.

We would request you report at the following address: 208-Shivalik Western, L.P. Savani Road, Adajan, Surat. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India or abroad.

Your package of compensation would be as per the agreed mutual terms of our meeting, the bifurcation of which will be allotted to you once we formalize your appointment. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period / assessment period applicable to you shall be 03 months. During probation / assessment period, your services are liable to be terminated at the discretion of management without any notice or wages. The period of notice required for resignation from employee side during probation / assessment period shall be 03 month(s). Unless confirmed in writing, you will be demand as probationer even after the probation period is extended.

As an employee of our company, it is likely that you will work on confidential and or proprietary information, and thus to protect the mutual interests, your appointment will be effective only after you read, sign and unconditionally accept the terms and conditions as will be mentioned in the **Employment Agreement / Appointment Letter** prior to beginning of employment.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us. This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Any disputes arising out of this letter shall be governed by and construed in accordance with the courts of Surat (Gujarat).

This offer is valid till date: **04-Mar-2020**. If you do not confirm the acceptance or do not comply with the stipulations as mentioned in this offer letter, Casepoint Pvt. Ltd., has the right to withdraw the offer.

We are looking forward for your dedication and commitment as we work together and wish you fruitful future at Casepoint Pvt. Ltd.

You are required to bring your certificate(s) in original as well as their photocopies along with below listed applicable documents:

- Original and photocopies of educational certificates and mark sheets.
- Professional Qualifications – Degree, Diploma, Certificate
- Appointment Letters and Services Certificate of your past employment(s).
- Relieving letter & experience certificate from previous employer[s].
- Full & Final Settlement Sheet / Form 16 from the previous employer(s). This is a mandatory requirement for the computation of TDS in current employment in a situation where the candidate is unable to produce the Full & Final Settlement Sheet / Form 16, the income certificate from his / her employer(s) has to be submitted, without which, tax will be computed on the gross salary offered assuming no deductions.
- Salary Slips from the date of joining till the month the salary was last drawn by the candidate
- 03 Color Passport Size Photographs
- Permanent Account Number (PAN) (If not allotted, attach photocopy of Applied FOR Acknowledgment Receipt)
- Aadhar Card (Updated with the latest changes made, if any)
- Any one photo identity proof for applying Bank Savings Salary Account (Passport, Voter ID, Driving License, Bankers Verification, etc.)
- Other (If any)

Your signature at the end of this letter confirms that the conditions of your employment.
Kindly sign and return to us the duplicate copy of this letter as a token of your Acceptance.
Wish you all the best!

Sincerely,



Mr. Rahul Dholaria
Director of Technology
Casepoint Pvt. Ltd.

Accepted By,


Harshika Patel

Date: 24-Aug-2022

To
Harshika Patel,
Employee Code: CPPL_0796

Dear Harshika Patel,

Subject: Relieving Letter

This is in reference to your resignation date 05-Aug-2022. We wish to inform you that your resignation has been accepted and you are being relieved from your duties as a Software Tester w.e.f. 20-Aug-2022.

We appreciate your contributions made to the organization and we wish you all the best for all your future endeavors.

Yours Sincerely,



Mr. Rahul Dholaria
Director of Technology
Casepoint Pvt. Ltd.

Date: 24-Aug-2022

EXPERIENCE CERTIFICATE

It is our pleasure to certify that **Harshika Patel** has served our organization Casepoint Pvt. Ltd from **02-Mar-2020 to 20-Aug-2022**. Her designation was **Software Tester**.

During this tenure, we found that she has worked with dedication and we found her services satisfactory. She is professionally sound, hardworking and a devoted staff. She is motivated to take initiative task and we are gratified that she had been helpful in the advancement of our organization.

Thanks & Regards,



Mr. Rahul Dholaria
Director of Technology
Casepoint Pvt. Ltd.