

## Experience Certificate

Date:

To Whom It May Concern,

Name: CHANDRA MANIMOHAN

Employee No: TT191218659

Designation: Senior Data Processing Executive

Department: PROD\_Quickclaim

Date of Joining (DOJ): 2019-12-18

Last Working Day (LWD):

With reference to your letter, we hereby inform you that your resignation has been accepted, and you have been relieved from the services of TTS Business Services Pvt Ltd, effective from the close of working hours on . This will be considered your last working day for full and final settlements and other formalities associated with your employment.

We take this opportunity to thank you for your contributions during your tenure with us. Over the period of your employment, you have demonstrated significant skills, dedication, and commitment to your work.

### Performance Evaluation:

During your tenure, CHANDRA MANIMOHAN worked in the capacity of Senior Data Processing Executive in our organization, contributing positively to our goals. The primary responsibilities included:

Managing and overseeing day-to-day operations

Coordinating with teams to ensure smooth workflow

Maintaining productivity and meeting project deadlines

Contributing to strategic goals and enhancing company performance

Your performance was continuously monitored, and we are pleased to inform you that you consistently met or exceeded the expected standards. Below is a brief performance evaluation:

Work Quality: You displayed an exceptional level of attention to detail and ensured that all projects were completed to a high standard.

Teamwork: You collaborated effectively with your colleagues, maintaining a positive and professional working relationship at all times.

Initiative: You took the initiative to lead key projects and consistently looked for ways to improve processes.

Punctuality: Your punctuality and adherence to company policies were commendable.

Leadership: As a manager/lead, you showcased outstanding leadership skills, providing clear direction and motivation for your team.

#### Additional Skills & Contributions:

CHANDRA MANIMOHAN also exhibited excellent communication skills, which contributed significantly to the effective resolution of issues and fostering a collaborative work environment. As part of our team, you played a key role in various important projects, helping the company meet its business objectives.

Your knowledge of industry best practices and technical skills proved valuable in driving operational efficiency. You were instrumental in streamlining processes and implementing key changes that resulted in time and cost savings for the company.

In addition to your technical abilities, your work ethics, integrity, and willingness to support others in the team made you a valuable member of TTS Business Services Pvt Ltd.

#### Feedback from Supervisors:

Our senior management and immediate supervisors were impressed with your ability to manage multiple tasks and projects while maintaining professionalism. You were always willing to go above and beyond your role, and your attention to detail has been an asset to the team.

We would like to take this opportunity to highlight a few key areas where you demonstrated exceptional performance:

Client Relations: You successfully handled client interactions, always ensuring a high level of satisfaction.

Problem Solving: Whenever faced with challenges, you displayed strong problem-solving abilities and approached tasks with a calm and thoughtful attitude.

Mentoring and Training: You also contributed to the growth and development of your colleagues by offering mentorship and assistance to others when needed.

Acknowledgment and Future Prospects:

We acknowledge the valuable contributions you have made to TTS Business Services Pvt Ltd. It is with regret that we see you leave, but we understand and respect your decision. We are confident that you will continue to excel in your future endeavors.

We wish you all the best in your future career and are certain that you will continue to make a positive impact wherever you go. Your experience with us has been appreciated, and we hope you carry forward the skills and knowledge you gained here into the next phase of your career.

Should you require any further assistance or need us to provide any future references, feel free to contact us. We remain at your service for any support you may need.

Yours sincerely,

For TTS Business Services Pvt Ltd,  
\$EMPLOYEESIGNATURE\$  
Manager – HR

Important Notes:

This certificate is issued as a formal acknowledgment of the employee's service and contributions to TTS Business Services Pvt Ltd.

Any future requests related to employment verification, background checks, or reference inquiries will be handled promptly and professionally.

This document is issued as a standard format and does not imply any obligations or guarantees beyond what is mentioned here.

Additional Sections You Could Add:

Salary Details (if needed):

Add any relevant salary information such as basic salary, allowances, etc., depending on what the company includes in the experience certificate.

Special Achievements:

Mention any awards, recognitions, or exceptional achievements the employee received during their tenure.

**Exit Formalities:**

You could add a section summarizing the exit formalities that were completed, like handing over responsibilities, clearing dues, and other formalities.

**Acknowledgment from Colleagues:**

Include a note on any testimonials or feedback the employee received from peers or subordinates.

**Company's Best Wishes for the Future:**

Close the document with a more personal note wishing the employee the best of luck in future endeavors.

TTSTTU4QAU#001\_0001



Ref: Experience Certificate

Date:

To Whom It May Concern

Name: CHANDRA MANIMOHAN

Employee No: TT191218659

Dear CHANDRA MANIMOHAN,



With reference to your letter, we hereby inform you that your resignation has been accepted and you have been relieved from the services of TTS Business Services Pvt Ltd, w.e.f. close of working hours , which will be treated as your last working day for your full and final settlements and other formalities associated with your employment here.

Page 5 of 9

TTS Business Services Private Limited

This is also to certify that CHANDRA MANIMOHAN worked as Senior Data Processing Executive in our organization from 2019-12-18 to .

During the employment period we found her sincere, hardworking and effective.



[32] But I must explain to you how all this mistaken idea of reprobating pleasure and extolling pain arose. To do so, I will give you a complete account of the system, and expound the actual teachings of the great explorer of the truth, the master-builder of human happiness. No one rejects, dislikes or avoids pleasure itself, because it is pleasure, but because those who do not know how to pursue pleasure rationally encounter consequences that are extremely painful. Nor again is there anyone who loves or pursues or desires to obtain pain of itself, because it is pain, but occasionally circumstances occur in which toil and pain can procure him some great pleasure. To take a trivial example, which of us ever undertakes laborious physical exercise, except to obtain some advantage from it? But who has any right to find fault with a man who chooses to enjoy a pleasure that has no annoying consequences, or one who avoids a pain that produces no resultant pleasure?

[33] On the other hand, we denounce with righteous indignation and dislike men who are so beguiled and demoralized by the charms of pleasure of the moment, so blinded by desire, that they cannot foresee the pain and trouble that are bound to ensue; and equal blame belongs to those who fail in their duty through weakness of will, which is the same as saying through shrinking from toil and pain. These cases are perfectly simple and easy to distinguish. In a free hour, when our power of choice is untrammeled and when nothing prevents our being able to do what we like best, every pleasure is to be welcomed and every pain avoided. But in certain circumstances and owing to the claims of duty or the obligations of business it will frequently occur that pleasures have to be repudiated and annoyances accepted. The wise man therefore always holds in these matters to this principle of selection: he rejects pleasures to secure other greater pleasures, or else he endures pains to avoid worse pains.

[32] But I must explain to you how all this mistaken idea of reprobating pleasure and extolling pain arose. To do so, I will give you a complete account of the system, and expound the actual teachings of the great explorer of the truth, the master-builder of human happiness. No one rejects, dislikes or avoids pleasure itself, because it is pleasure, but because those who do not know how to pursue pleasure rationally encounter consequences that are extremely painful. Nor again is there anyone who loves or pursues or desires to obtain pain of itself, because it is pain, but occasionally circumstances occur in which toil and pain can procure him some great pleasure. To take a trivial example, which of us ever undertakes laborious physical exercise, except to obtain some advantage from it? But who has any right to find fault with a man who chooses to enjoy a pleasure that has no annoying consequences, or one who avoids a pain that produces no resultant pleasure?

[33] On the other hand, we denounce with righteous indignation and dislike men who are so beguiled and demoralized by the charms of pleasure of the moment, so blinded by desire, that they cannot foresee the pain and trouble that are bound to ensue; and equal blame belongs to those who fail in their duty through weakness of will, which is the same as saying through shrinking from toil and pain. These cases are perfectly simple and easy to distinguish. In a free hour, when our power of choice is untrammeled and when nothing prevents our being able to do what we like best, every pleasure is to be welcomed and every pain avoided. But in certain circumstances and owing to the claims of duty or the obligations of business it will frequently occur that pleasures have to be repudiated and annoyances accepted. The wise man therefore always holds in these matters to this principle of selection: he rejects pleasures to secure other greater pleasures, or else he endures pains to avoid worse pains.

[32] But I must explain to you how all this mistaken idea of reprobating pleasure and extolling pain arose. To do so, I will give you a complete account of the system, and expound the actual teachings of the great explorer of the truth, the master-builder of human happiness. No one rejects, dislikes or avoids pleasure itself, because it is pleasure, but because those who do not know how to pursue pleasure rationally encounter consequences that are extremely painful. Nor again is there anyone who loves or pursues or desires to obtain pain of itself, because it is pain, but occasionally circumstances occur in which toil and pain can procure him some great pleasure. To take a trivial example, which of us ever undertakes laborious physical exercise, except to obtain some advantage from it? But who has any right to find fault with a man who chooses to enjoy a pleasure that has no annoying consequences, or one who avoids a pain that produces no resultant pleasure?

[33] On the other hand, we denounce with righteous indignation and dislike men who are so beguiled and demoralized by the charms of pleasure of the moment, so blinded by desire, that they cannot foresee the pain and trouble that are bound to ensue; and equal blame belongs to those who fail in their duty through weakness of will, which is the same as saying through shrinking from toil and pain. These cases are perfectly simple and easy to distinguish. In a free hour, when our power of choice is untrammeled and when nothing prevents our being able to do what we like best, every pleasure is to be welcomed and every pain avoided. But in certain circumstances and owing to the claims of duty or the obligations of business it will frequently occur that pleasures have to be repudiated and annoyances accepted. The wise man therefore always holds in these matters to this principle of selection: he rejects pleasures to secure other greater pleasures, or else he endures pains to avoid worse pains.

Yours sincerely,



For TTS Business Services Pvt Ltd,

\$EMPLOYEESIGNATURE\$

Manager – HR



1. Scan to verify the authenticity of this document.
2. This document was generated on 18-02-2025 06:55 pm
3. For questions, contact us at [hr@ttsbusinessservices.com](mailto:hr@ttsbusinessservices.com).

Page 9 of 9

TTS Business Services Private Limited