



ASUTOSH & ASSOCIATES
Cost Accountants

Plot No. - N-4/232, Behind Reliance Fresh
IRC Village, Nayapalli
Bhubaneswar-751015, Odisha, India
Phone No : 0674-3553045, Mob : +91-9437060997
E-mail : cma.asutosh@gmail.com

To,

Mrs Jyotirmyee Sahani

Date: 27-11-2019

Place: Bhubaneswar

Sub : - Appointment Letter for the post Accountant

Dear Mrs Sahani

Refer to your application for the Accountant position and subsequently an interview held in our office on 15-11-2019 we are pleased to offer you an appointment as "Accountant", in our organization

Your joining date is confirmed at 27th Nov. 2019 as per the following terms and conditions.

1. Your training will be for a period of six months.
2. Your salary in this position is INR 15,000 per month as per our negotiation made at the time of interview
3. You have to follow the rules & regulations as given by the company. You are not supposed to divulge any information of the company or its management during training period or after completion of training.
4. During the training period your Services can be terminated by giving one month notice from either side, you're training automatically stands terminated on completion of your training period.
5. During the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, for any other employment without written permission from the company.
6. You are requested to confirm your acceptance of the terms of appointment herein above by signing and returning to us the duplicate of this letter.

I extend a warm welcome to you and wish you all the best for a successful career.

Yours faithfully,

For Asutosh & Associates
Cost Accounts
FRN:000258

(CMA.Asutosh Debata, FCMA, DISA, IP, RV)
Partner
Membership No. 27820



EXPERIENCE CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Miss. Jyotirmayee Sahani was working with our organization as a Accountant from 4thFeb 2018 up to 1st Nov 2019.

Her performance as a Accountant was commendable. She performed tremendous interest and has satisfied all with his cordial behavior and bears a good moral character. She was found to be sincere, honest and hard-working during his tenure of service.

We wish her all success in her career.

Thanking you
Yours Truly



Satyabrata Pattnaik
(Proprietor)

Date: 31-JAN-2018
Ref. No.-SK/RE/009

RELIEVING CUM EXPERIENECE LETTER

Miss Jyotirmayee Sahani,
Back Office Executive
Emp ID- SK01616

Dear Miss Sahani,

With reference to your resignation letter dated 30 -JAN-2018, we wish to inform you that your resignation has been accepted by the management regretfully. You will be released from the close of business hours on 31st JAN 2018 subject to the clearance / return of the Office articles, paper, I Card/ Gate Pass or any other materials or equipments to the Administrative Department. Exit Interview with your Immediate Manager.

We confirmed that you are employed with S K Solution from 1/Dec/2016 to 31/Jan/2018 and your designation at the time of relieving Programmer.

Your performance as Back Office Executive was commendable. We wish you all the best for future.

For S K Solution



Suresh Kumar Pradhan
Propietor

