



Souvik Patra <souvikpatra071@gmail.com>

Need documents for relieving letter, offer letter and payslip

9 messages

Souvik Patra <souvikpatra071@gmail.com>
To: hrsupport@fevtutor.com

Fri, Nov 29, 2024 at 11:21 AM

Dear team,

I hope this email finds you well.

My name is Souvik Patra HR ID - 56784, I worked with your team from December 2021 to February 2022. While I have received an acknowledgment letter, I have not yet received my relieving letter from the organization.

I kindly request you to provide me with my payslip and the relieving letter, offer letter at your earliest convenience. Your assistance in this matter would be greatly appreciated.

Thank you for your time and support.

Best regards,
Souvik Patra

HR ID -56784

Souvik Patra <souvikpatra071@gmail.com>
To: hrsupport@fevtutor.com

Sat, Nov 30, 2024 at 8:51 PM

hi team,

I hope this email finds you well.

This is just a follow-up regarding my previous query sent on Friday, November 29, concerning [relieving letter/offer letter/payslip]. I wanted to kindly request an update on the status of my request.

If you could provide feedback or any clarification regarding this matter, it would be greatly appreciated. Having this information will help me proceed accordingly. Looking forward to your response. Thank you for your time and assistance.

Best regards,

27/02/2025, 23:45
Souvik Patra

Gmail - Need documents for relieving letter, offer letter and payslip

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Shilpa S <shilpa.s@fevtutor.com>

Wed, Dec 4, 2024 at 6:14 PM

To: Paritha Kanaiya <paritha.kanaiya@fevtutor.com>, souvikpatra071@gmail.com

Cc: HR Payroll <hr-payroll@fevtutor.com>

Hi,

Please provide employee ID.

Regards

Shilpa

From: Paritha Kanaiya <paritha.kanaiya@fevtutor.com>

Sent: 29 November 2024 18:24

To: 'Shilpa S' <shilpa.s@fevtutor.com>; 'Anilkumar F Halligeri' <anilkumar.halligeri@fevtutor.com>

Subject: FW: [EXTERNAL] Need documents for relieving letter, offer letter and payslip

Please check and confirm.

Thanks

Paritha

[Quoted text hidden]

Souvik Patra <souvikpatra071@gmail.com>

Wed, Dec 4, 2024 at 6:19 PM

To: Shilpa S <shilpa.s@fevtutor.com>

Cc: Paritha Kanaiya <paritha.kanaiya@fevtutor.com>, HR Payroll <hr-payroll@fevtutor.com>

Employee code- 1913

[Quoted text hidden]

Souvik Patra <souvikpatra071@gmail.com>

Wed, Dec 4, 2024 at 7:15 PM

To: Shilpa S <shilpa.s@fevtutor.com>

Cc: Paritha Kanaiya <paritha.kanaiya@fevtutor.com>, HR Payroll <hr-payroll@fevtutor.com>

Hi Team,
Any updates?

[Quoted text hidden]

Souvik Patra <souvikpatra071@gmail.com>

Thu, Dec 5, 2024 at 3:42 PM

To: Shilpa S <shilpa.s@fevtutor.com>

Cc: Paritha Kanaiya <paritha.kanaiya@fevtutor.com>, HR Payroll <hr-payroll@fevtutor.com>

Hi Team,

Its just a follow up mail can you please share me the details?Please prioritize this thing. Let me know if you need any further clarification on top of that.

[Quoted text hidden]

Souvik Patra <souvikpatra071@gmail.com>

Fri, Dec 13, 2024 at 9:12 PM

To: "dishebh.pande@fevtutor.com" <dishebh.pande@fevtutor.com>

Cc: hr-payroll@fevtutor.com

Hi Dishebh,

I hope this email finds you well. My name is Souvik Patra, and I was employed with Focus Edumatics from 15th December 2021 to 1st March 2022. I had received my payslips, Form-16, and resignation acceptance letter, but I am not received my relieving and experience letter.

Despite multiple follow-ups, I have not been able to obtain these documents. I was provided with your contact details by the HR team, and I kindly request you to assist me in this matter by issuing my relieving and experience letter at the earliest.

I would be highly grateful for your support and assistance. Please let me know if you require any additional information or documents from my side. Thank

you for your time and consideration.

Best regards,
Souvik Patra



Thanks and Regards,
Souvik Patra

[Quoted text hidden]

Souvik Patra <souvikpatra071@gmail.com>

Sat, Feb 8, 2025 at 11:58 AM

To: "dishebh.pande@fevtutor.com" <dishebh.pande@fevtutor.com>, Shilpa S <shilpa.s@fevtutor.com> Cc:

hr-payroll@fevtutor.com, Paritha Kanaiya <paritha.kanaiya@fevtutor.com>, hrsupport@fevtutor.com

Hi Team,

I hope you are doing well.

I am reaching out regarding my **service/employment letter** for my tenure at **Focus Edumatics Pvt. Ltd. (Jan 25, 2022 – Mar 1, 2022)**. Despite multiple follow-ups, I have not received any response regarding this request.

27/02/2025, 23:45

Gmail - Need documents for relieving letter, offer letter and payslip

I urgently need this document for background verification at my new employer. I kindly request you to **process and share the service letter at the earliest**, as any further delay may impact my onboarding. If any formalities needed to be done from my side please let me know.

If there are any formalities I need to complete, please let me know immediately. I appreciate your prompt attention to this matter. I attached my payslips once again FYR. **Looking forward to your response.**

Best regards,

Souvik Patra

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2 attachments



Gmail - Salary Breakup _ January 2022.pdf
177K



Gmail - Salary Breakup _ February 2022.pdf
176K