Need documents for relieving letter, offer letter and payslip

9 messages

**Souvik Patra** [**<souvikpatra071@gmail.com>**](mailto:souvikpatra071@gmail.com)

**Souvik Patra** [<souvikpatra071@gmail.com>](mailto:souvikpatra071@gmail.com) Fri, Nov 29, 2024 at 11:21 AM

To: [hrsupport@fevtutor.com](mailto:hrsupport@fevtutor.com)

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>](mailto:souvikpatra071@gmail.com) Sat, Nov 30, 2024 at 8:51 PM

To: [hrsupport@fevtutor.com](mailto:hrsupport@fevtutor.com)

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, Souvik Patra

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**Shilpa S** [<shilpa.s@fevtutor.com>](mailto:shilpa.s@fevtutor.com) Wed, Dec 4, 2024 at 6:14 PM

To: Paritha Kanaiya [<paritha.kanaiya@fevtutor.com>,](mailto:paritha.kanaiya@fevtutor.com) [souvikpatra071@gmail.com](mailto:souvikpatra071@gmail.com) Cc: HR Payroll [<hr-payroll@fevtutor.com>](mailto:hr-payroll@fevtutor.com)

Hi,

Please provide employee ID.

Regards Shilpa

**From:** Paritha Kanaiya <[paritha.kanaiya@fevtutor.com](mailto:paritha.kanaiya@fevtutor.com)>

**Sent:** 29 November 2024 18:24

**To:** 'Shilpa S' <[shilpa.s@fevtutor.com](mailto:shilpa.s@fevtutor.com)>; 'Anilkumar F Halligeri' <[anilkumar.halligeri@fevtutor.com](mailto: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>](mailto:souvikpatra071@gmail.com) Wed, Dec 4, 2024 at 6:19 PM

To: Shilpa S [<shilpa.s@fevtutor.com>](mailto:shilpa.s@fevtutor.com)

Cc: Paritha Kanaiya [<paritha.kanaiya@fevtutor.com>,](mailto:paritha.kanaiya@fevtutor.com) HR Payroll [<hr-payroll@fevtutor.com>](mailto:hr-payroll@fevtutor.com)

Employee code- 1913

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**Souvik Patra** [<souvikpatra071@gmail.com>](mailto:souvikpatra071@gmail.com) Wed, Dec 4, 2024 at 6:37 PM

To: Shilpa S [<shilpa.s@fevtutor.com>](mailto:shilpa.s@fevtutor.com)

Cc: Paritha Kanaiya [<paritha.kanaiya@fevtutor.com>,](mailto:paritha.kanaiya@fevtutor.com) HR Payroll [<hr-payroll@fevtutor.com>](mailto:hr-payroll@fevtutor.com) Payslip, contract letter I added here for your reference. Can you check and let me know? On Wed, Dec 4, 2024 at 6:29 PM Shilpa S <[shilpa.s@fevtutor.com](mailto:shilpa.s@fevtutor.com)> wrote:

The employee ID provided is incorrect. If you have a payslip, please share it.

Regards Shilpa

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# 4 attachments

**[](https://mail.google.com/mail/u/1/?ui=2&ik=0689c040ae&view=att&th=19391c8d698937fc&attid=0.1&disp=attd&realattid=f_m49wjabw0&safe=1&zw)FOCUS EDUMATICS - Salary Breakup \_ February 2022.docx**

14K

# FOCUS EDUMATICS - Salary Breakup \_ February 2022.pdf

169K

# IndependentContractorAgreement\_21Jan2022090133.pdf

496K

# Gmail - Focus Edumatics \_ Login Credentials.pdf

218K

**Souvik Patra** [<souvikpatra071@gmail.com>](mailto:souvikpatra071@gmail.com) Wed, Dec 4, 2024 at 7:15 PM

To: Shilpa S [<shilpa.s@fevtutor.com>](mailto:shilpa.s@fevtutor.com)

Cc: Paritha Kanaiya [<paritha.kanaiya@fevtutor.com>,](mailto:paritha.kanaiya@fevtutor.com) HR Payroll [<hr-payroll@fevtutor.com>](mailto:hr-payroll@fevtutor.com)

Hi Team,

Any updates?

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**Souvik Patra** [<souvikpatra071@gmail.com>](mailto:souvikpatra071@gmail.com) Thu, Dec 5, 2024 at 3:42 PM

To: Shilpa S [<shilpa.s@fevtutor.com>](mailto:shilpa.s@fevtutor.com)

Cc: Paritha Kanaiya [<paritha.kanaiya@fevtutor.com>,](mailto:paritha.kanaiya@fevtutor.com) HR Payroll [<hr-payroll@fevtutor.com>](mailto:hr-payroll@fevtutor.com) Hi Team,

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

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**Souvik Patra** [<souvikpatra071@gmail.com>](mailto:souvikpatra071@gmail.com) Fri, Dec 13, 2024 at 9:12 PM

To: ["dishebh.pande@fevtutor.com"](mailto:dishebh.pande@fevtutor.com) [<dishebh.pande@fevtutor.com>](mailto:dishebh.pande@fevtutor.com) Cc: [hr-payroll@fevtutor.com](mailto: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

4o

Thanks and Regards,

Souvik Patra

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**Souvik Patra** [<souvikpatra071@gmail.com>](mailto:souvikpatra071@gmail.com) Sat, Feb 8, 2025 at 11:58 AM

To: ["dishebh.pande@fevtutor.com"](mailto:dishebh.pande@fevtutor.com) [<dishebh.pande@fevtutor.com>,](mailto:dishebh.pande@fevtutor.com) Shilpa S [<shilpa.s@fevtutor.com>](mailto:shilpa.s@fevtutor.com) Cc: [hr-payroll@fevtutor.com,](mailto:hr-payroll@fevtutor.com) Paritha Kanaiya [<paritha.kanaiya@fevtutor.com>,](mailto:paritha.kanaiya@fevtutor.com) [hrsupport@fevtutor.com](mailto: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.

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 8443003105

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# 2 attachments

**[](https://mail.google.com/mail/u/1/?ui=2&ik=0689c040ae&view=att&th=194e43efd78a8c51&attid=0.1&disp=attd&realattid=f_m6vtcbj60&safe=1&zw)Gmail - Salary Breakup \_ January 2022.pdf**

177K

# Gmail - Salary Breakup \_ February 2022.pdf

176K