



Ref.: SC/5045653/CHD/2019

Date: 18-Dec-2019

Relieving Cum Experience Certificate

**To Whomsoever It May Concern**

This is to certify that Anjana Sharma ( 5045653 ) worked with Concentrix Daksh Services India Private Limited, from 01-May-2018 To 03-Nov-2019 and last held the post of Representative, Operations. Her Internal Job Title was Advisor I, Sales.

During her tenure her conduct was found satisfactory and there are no outstanding dues against her.

She left on her own accord and we wish her all the best in her future endeavors.

Sincerely,

Concentrix Daksh Services India Private Limited

*This is a system generated letter and does not require any signatures.*

CNX/SEP/ART/FNFS/EL1F/2.0

**Concentrix Daksh Services India Private Limited**

DLF SEZ Building # 6, Tower B, Ground Floor DLF Cyber City , DLF Phase 3, UNIT III Gurgaon - 122 002, HARYANA

**Registered Address:** 1st Floor, Red Fort Capital Parsvnath Towers, Bhai Vir Singh Marg, Gole Market,

Connaught Place, New Delhi 110001, India

CIN: U72200DL1999PTC102972

info@concentrix.com \* www.concentrix.com



Anjana Sharma,

Dudhli, Shimla

10<sup>th</sup> October, 2019

**Dear Ms. Anjana Sharma,**

Subject: Offer for the position of **Travel Consultant**

We at Shipra Travel are delighted to inform you that you have been selected for the position of Travel Consultant in our company.

Your Total Cost to Company will be Rs.2,64,000/-Annum.

We would like you to commence employment on 21<sup>st</sup> October 2019, beyond which the offer will stand withdrawn, unless a new date is mutually agreed upon, by us in writing.

There will be a probation period of six months from the date of joining. Basis your performance during these six months you will be confirmed as a permanent employee.

As you have been informed that we work in shifts and you need to be in agreement for the same.

On the date of your joining please bring copies of the below mentioned documents:

1. Proof of address and age.
2. All educational certificates.
3. Professional certificates.
4. A relieving certificate from the previous employer.
5. The appointment letter of the previous employer along with the salary revision letter/s.
6. Last pay slip from the previous employer.
7. Two passport size photographs.

We would request you to revert with an acceptance of our offer.

Regards,

The H.R. Team

(Shipra Travel)

Plot-16, IT Park,

Panchkula