



Requesting for Letter of Recommendation

2 messages

Sristi Basu <sristi.basu@netscribes.com>
To: Ankita.Basu@netscribes.com <Ankita.Basu@netscribes.com>

Wed, 3 Apr, 2024 at 11:04 am

Hi Ankita,
I hope you're doing well. I'm seeking a letter of recommendation for our recent "Supply Wisdom" project. Your endorsement would significantly benefit my professional profile.
Thank you for your support.
Best regards,
Sristi

Ankita Basu <Ankita.Basu@netscribes.com>
To: Sristi Basu <sristi.basu@netscribes.com>

Wed, 3 Apr, 2024 at 12:27 pm

Dear Sristi,

I hope this letter finds you in good health and high spirits.

I am writing to express my heartfelt appreciation for your dedication and sincere efforts during your tenure as a Research Consultant on the Company Profile Project. Over the past three months, your commitment to the role has been truly commendable, and your contributions have added to the success of our project.

Throughout your time with us, you have consistently demonstrated diligence in all aspects of your work. Your timely deliverables have ensured that our project milestones were met without any delay. Your attention to detail and commitment to quality have been evident in every task you undertook, reflecting positively on the overall standard of our deliverables.

One of your key strengths has been your search exhaustiveness, which has enabled us to gather comprehensive and accurate information for the company profiles. Furthermore, your willingness to adhere to instructions and guidelines has been instrumental in maintaining consistency and coherence across all profiles.

Your dedication and your ability to consistently meet expectations have set an example for your peers. Your contributions have not gone unnoticed, and we are truly grateful for your unwavering commitment to our project's success.

I extend my sincere gratitude to you for your hard work, dedication, and professionalism. Your efforts have been instrumental in achieving our project goals.

Thank you once again for your outstanding contributions.

Regards,
Ankita Basu
Senior Manager

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Consultancy Fee Bifurcation - January - 2024

Consultant Name	Sristi Basu
Consultant Code	F2201
Date of Joining	December 18, 2023
Payroll Month	Jan-24

Days in Month	31
Working Days	31
LWP Days	0
Training End Date	
Last Working Date	
Fixed Consultancy Fee	16,600

Particulars	Days	Amount
Consultancy fee payable as per present days	31	16,600
(Add) Additional payout	2	1,071
(Add) Internet Allowance		750
Total Consultancy Fee (round off)		18,421
(Less) TDS		-1,842
Net Paid		16,579

Particulars	Days	Amount
(Less) LWP	0	-

Net Pay in Words:- Rupees Sixteen Thousand Five Hundred Seventy Nine Only

***TDS is deducted as per applicable law.**

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Consultancy Fee Bifurcation - February - 2024

Consultant Name	Sristi Basu
Consultant Code	F2201
Date of Joining	December 18, 2023
Payroll Month	Feb-24

Days in Month	29
Working Days	29
LWP Days	0
Training End Date	
Last Working Date	
Fixed Consultancy Fee	16,600

Particulars	Days	Amount
Consultancy fee payable as per present days	29	16,600
(Add) Additional payout	1	572
(Add) Internet Allowance		750
Total Consultancy Fee (round off)		17,922
(Less) TDS		-1,792
Net Paid		16,130

Particulars	Days	Amount
(Less) LWP	0	-

Net Pay in Words:- Rupees Sixteen Thousand One Hundred Thirty Only

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Consultancy Fee Bifurcation - March - 2024

Consultant Name	Sristi Basu
Consultant Code	F2201
Date of Joining	December 18, 2023
Payroll Month	Mar-24

Days in Month	31
Working Days	31
LWP Days	0
Training End Date	
Last Working Date	
Fixed Consultancy Fee	16,600

Particulars	Days	Amount
Consultancy fee payable as per present days	31	16,600
(Add) Internet Allowance		750
Total Consultancy Fee (round off)		17,350
(Less) TDS		-1,735
Net Paid		15,615

Particulars	Days	Amount
(Less) LWP	0	-

Net Pay in Words:- Rupees Fifteen Thousand Six Hundred Fifteen Only

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