



ARCHITECTURE | URBAN PLANNING | INTERIOR DESIGNING

107-112, Zenith Complex, Opp. Krushi Bhavan, 1717/18, Shivajinagar, Pune 411005 Tel.: 020 25530014/9075030399, E-mail: abhikonde@crystalarch.in

17th February 2025.

To whom so ever it may concern,

Reference – Relieving of Ms. Shivani Salunke. Employee Code: -0009

Designation: - Jr. Architect. Department: - Design & Development.

This is to state that Ms. Shivani Salunke has worked with us for the Design & Development department as a Jr. Architect from 10th August 2022 till 15th February 2025. Her handover process has been completed by 15th February 2024.

During the aforementioned tenure she has proved herself as a loyal and trustworthy employee and has successfully delivered all her assignments to the best of her capability. She has hereby handover all the company assets and belongings and we do not hold her liable for anything.

She is solely responsible for her decision to discontinue with her services with our organization

Thus, she has been relieved from her services as per the rules and conventions of the Organization and we wish her all the best in her future endeavors.

For M/s Crystal Arch.

Menka Kand
Human Resource Business Partner.



M/S Crystal Arch

Salary Slip for the month of April 2024

Employee Name: Shivani Salunke		Employee Code 1009		Pan No NAAPS4325H	
Employee Designation: Jr. Architect		Employee Department Design and Development		Date Of Joining 08-08-2022	
Bank Name: IDBI BANK		Bank Account Number 502104000130097		Adhar card number 283851039584	
Total Month Days	30	Earning		Deductions	
Working Days	23.5	Basic Salary	12500	Professional Tax	200
Weekly Off	4.5	House Rent Allowance	5000	Provident Fund	0
Paid Holidays	2	Leave Travel Allowance	1042	ESIC	0
Leave Without Pay	0	Withholding Allowance	0	LWF	0
Casual Leave	0	conveyance allowance	875	Staff Advance	0
Sick Leave	0	Professional Development Allowance	375	Retainion Amount	0
Privilege leave	0	Special Allowance	5208		
Leave Balance	0	Bonus	0		
Leave Balance	0	Gross Salary	25000	Deduction Amont	200
In words:-		Total Amount		24800	
		Twenty Four Thousand Eight Hundred only			

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Salary Slip for the month of June 2024

Employee Name:	Shivani Salunke	Employee Code	1009	Pan No	NAAPS4325H
Employee Designation:	Jr. Architect	Employee Department	Design and Development	Date Of Joining	08-08-2022
Bank Name:	IDBI BANK	Bank Account Number	502104000130097	Adhar card number	283851039584
Total Month Days	30	Earning		Deductions	
Working Days	24.5	Basic Salary	12500	Professional Tax	200
Weekly Off	5.5	House Rent Allowance	5000	Provident Fund	0
Paid Holidays	0	Leave Travel Allowance	1042	ESIC	0
Leave Without Pay	0	Withholding Allowance	0	LWF	0
Casual Leave	0	conveyance allowance	875	Staff Advance	0
Sick Leave	0	Professional Development Allowance	375	Retainion Amount	0
Privilege leave	0	Special Allowance	5208		
Paid working days	30	Bonus	0		
Leave Balance	0	Gross Salary	25000	Deduction Amont	200
In words:-		Total Amount		24800	
		Twenty Four Thousand Eight Hundred only			

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M/S Crystal Arch

Salary Slip for the month of May 2024

Employee Name:	Shivani Salunke	Employee Code	1009	Pan No	NAAPS4325H
Employee Designation:	Jr. Architect	Employee Department	Design and Development	Date Of Joining	08-08-2022
Bank Name:	IDBI BANK	Bank Account Number	502104000130097	Adhar card number	283851039584
Total Month Days	31	Earning		Deductions	
Working Days	22.5	Basic Salary	11492	Professional Tax	200
Weekly Off	4.5	House Rent Allowance	4597	Provident Fund	0
Paid Holidays	1.5	Leave Travel Allowance	958	ESIC	0
Leave Without Pay	2.5	Withholding Allowance	0	LWF	0
Casual Leave	0	conveyance allowance	804	Staff Advance	0
Sick Leave	0	Professional Development Allowance	345	Retainion Amount	0
Privilege leave	0	Special Allowance	4788		
Paid working days	28.5	Bonus	0		
Leave Balance	0	Gross Salary	22984	Deduction Amont	200
In words:-		Total Amount		22784	
		Twenty Two Thousand Seven Hundred and Eighty Four only			

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Shivani Salunke <shivanisalunke1998@gmail.com>

Resignation notice - Shivani Salunke

1 message

Shivani Salunke <shivanisalunke1998@gmail.com>
To: Menakaa@crystalarch.in, abhikonde@crystalarch.in

Wed, Feb 12, 2025 at 11:33 PM

Dear Abhijit Sir & Menaka Ma'am,

I hope this email finds you well. I would like to formally submit my resignation from my position as an Architect at Crystal Arch, with my last working day being *15th February 2025*. This decision is due to personal reasons related to my recent relocation after marriage.

I resumed work after my leave, but the long commute has been challenging for me. Since I have now completed my handover and there are no pending tasks from my end, I kindly request an immediate release after my last working day.

I sincerely appreciate the trust and confidence Crystal Arch team has placed in me throughout my tenure. The opportunities, support, and experiences I have gained here have been invaluable, and I am truly grateful to have been part of such a supportive team.

Due to my personal circumstances and relocation, I will not be available to serve the full notice period. I request your understanding and support in facilitating a smooth exit process. Please let me know the necessary formalities to complete my resignation.

Thank you once again for your trust and support. I hope to stay in touch and wish the company continued success.