

Date: **16 Feb 2021**

Ref: OOPL/094/RL

Deepak Joshi
House No 82
Block O, First Floor
Gautam Budh Nagar, Sector 12
Noida
Uttar Pradesh 201301

Relieving Letter

Dear Deepak Joshi,

This is with reference to your resignation request.

The management has accepted your request and you are relieved from the services of our organization with effect from the close of office hours on **16 Feb 2021**. We also certify that you have no dues with us.

You may please get in touch with HR/Service Desk for all your future correspondence on tax papers and final settlement.

We thank you for your services and wish the very best in all your future endeavors.

For OUTBOOKS OUTSOURCING PRIVATE LIMITED,

For Outbooks Outsourcing Private Limited

Authorised Signatory

Ujjwal Mishra
Manager - HR, Admin & Credit Control


Deepakjoshi (Mar 24, 2021 22:14 GMT+5.5)

Mar 24, 2021

dj5643435@gmail.com

Date: 16 Feb 2021

Ref: OOPLO0791#


Experience Letter
TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Deepak Joshi** bearing employee ID VMCPL-TEMP-0087 has worked with OUTBOOKS OUTSOURCING PRIVATE LIMITED from 22 Oct 2020 to 16 Feb 2021.

Deepak Joshi had joined as Sr Software Developer. At the time of leaving the organization, Deepak Joshi was designated as Sr Software Developer.

The employee's performance was satisfactory and we appreciate the services rendered to our organization. We wish him all the best in his future career.

For OUTBOOKS OUTSOURCING PRIVATE LIMITED,

For Outbooks Outsourcing Private Limited

Authorised Signatory

Ujjwal Mishra
Manager - HR, Admin & Credit Control


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OUTBOOKS OUTSOURCING PRIVATE LIMITED

Off. 110-111, 1st FLOOR,TOWER - B 4
Spaze I-Tech Park, Sec - 49,
Gurugram, Haryana - 122001 - India



FINAL SETTLEMENT

Employee Number : VMCP-TEMP-0087
Name : Deepak Joshi
Department : Nomisma
Designation : Sr Software Developer
Location : Gurugram
Date of Joining : 22 Oct 2020
Submission date of resignation : 16 Feb 2021
Last date of working : 16 Feb 2021
Last salary paid : Jan 2021
Notice period as per application letter : 0
Notice period adjustable : 0
PL days payable : 0
Number of days salary payable : 16
Number of days in the month : 31
Lop Days : 0
Effective Workdays : 17.7143

Income		Deduction	
BASIC	30,857.00		
HRA	15,429.00		
Total Income :	46,286.00	Total Deductions :	0.00

Net Pay : Rs. 46,286.00 (Rupees Forty Six Thousand Two Hundred Eighty Six Only)

Deepak Joshi
Deepakjoshi / Mar 24, 2021 22:14 GMT+5.5

CHECKED BY

AUTHORIZED BY

RECEIVED AND SIGNED

Mar 24, 2021

Remarks :

dj5643435@gmail.com