

## **XYZ Solverset Ltd.**

**O/o- General Manager,**

**XYZ Solverset LTD. Corporate Office**

**34, Lezon Street, Raigadh, M.P.,**

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Dated: January 9<sup>th</sup>, 2022

*Suranjan Singh*

*WS: 4053, XYZ Solverset Ltd. CO*

*Raigadh, M.P., ZIP code:394370*

*Dear Mr. Suranjan,*

This communication is in connection with the marvelous efforts you have put in during the last financial year. We sincerely want to appreciate the work done by you.

As you are aware, we have a work culture that can match the best in the business and our company has produced results commensurate with that standard. All our employees are deeply committed to the growth of the company. However, it has been noticed that your focus on the work and concern about the growth of the company stands at an altogether different level.

It was found that during the last financial year, you played an important role in turning around your hitherto loss-making section into a profitable one. Secondly you applied some innovative techniques to do the work assigned to you. Lastly, you also assisted your fellow employees in their roles.

Your dedication to work has made us feel that in the years to come, you will be working at a senior manager position and helping the company attain its mission and vision.

Wishing you exciting opportunities and scintillating success on your career path,

(Dr. Girish Upadhyay)

General Manager, Manufacturing Unit