



## **Experience Letter**

### **TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Basil Shibu has done his HR internship at Fossgen Technologies Pvt. Ltd., Pune, Maharashtra, India, from September 27th, 2022, to December 27th, 2022. He has worked full-time during these 3 months (from 9:30 a.m. to 6:30 p.m., Monday to Friday).

A total of 9 hours in a day and a total of 540 hours over the duration of his 3-month internship, and he is now being relieved of his position and duties.

He has worked on a variety of HR processes while he has been with our company, including hiring, selecting, screening, payroll management, employee engagement, HR administration work, managing employee data, scheduling interviews, managing timesheets, and managing leave.

Basil showed his aptitude and desire to pick up new skills during his internship. His performance went above and beyond what we had anticipated, and he successfully completed the internship. He has also demonstrated great potential and the qualities of a future HR professional.

We send our best wishes for success in his or her upcoming career.

Yours sincerely,



Shubhangi

**Director**

**Fossgen Technologies Pvt. Ltd.**

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