

Sidharth G Menon

Chandrika,  
Elayaraja Road,  
Palace No 15 Lane Tripunithura PO,  
Ernakulam  
PIN: 682301, Kerala, India  
Email: sidharth46.menon@gmail.com

May 7 2024

Respected Sir/Madam,

My tenure with Conduent, Kochi concluded earlier than expected, due to unforeseen health issues. I joined Conduent on October 29 2018 and resigned by the end of December 2018. Due to the circumstances surrounding my departure, I was unable to secure an experience certificate, since the company has a policy of issuing certificates only to employees with a minimum tenure of 6 months.

I want to assure you that my time at Conduent was both productive and enriching, contributing significantly to my professional development.

Thank you for your understanding and consideration. Please let me know if you require any additional information or documentation from my side. I have attached my offer letter from Conduent for your reference.

Warm regards.

Sidharth. G . Menon

October 29, 2018

**Sidharth G Menon**  
**Chandrika, Palace No 15 Lane,**  
**Elayaraja Road, Thripunithura,**  
**Ernakulam, Kerala – 682301**

**Conduent**  
**Business Services**  
**India LLP**  
(Erstwhile  
Affiliated Computer  
Services of India  
Private Limited)  
2nd Floor, Vismaya  
Building,  
Infopark, Kakkanad  
PO,  
Kochi – 682042  
tel +91.484 4090131  
fax +91.484  
4090146

Dear Sidharth,

We are pleased to extend an offer to you as Transaction Processor with monthly gross salary of INR 11660/- (Rupees Eleven Thousand Six Hundred and Sixty Only).

Please find enclosed

- A copy of your salary structure
- List of documents to be submitted at the time of joining

Your assignment will start from November 1, 2018 to January 31, 2019.

Your offer is contingent upon successful completion of background verification and reference checks as per Conduent Business Services Policy.

Your offer letter will be couriered to you upon receiving consent of the email.

Should you have any queries please feel free to revert to us.

Welcome to Conduent, we wish you the very best in your career with us.

Kind Regards,  
ANUJA VENUGOPAL  
ANUJA.VENUGOPAL@CONDUENT.COM

Conduent Business Services India LLP  
Unit A, 5th Floor, Aviator Building, Ascendas ITPB SEZ, International Tech Park Bangalore, Whitefield Road, Bangalore 560 066  
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Website: <http://www.xerox.com>



**Annexure B**

1. All Education certificates and mark sheets.
2. Two passport size photographs (to be submitted on the date of joining)
3. Relieving certificates from all previous employers
4. Last drawn Salary certificate from previous employer
5. TDS Certificate, Form 16 for current financial year (if available)