



SKLR & CO LLP

CHARTERED ACCOUNTANTS

407, Sej Plaza, Marve Road, Near Nutan School, Malad (West), Mumbai - 400 064.

☎ 022 4601 5515

| ✉ sklr@sklr.in/team@sklr.in

| 🌐 www.sklr.in

June 01, 2024

To,

Mrs. Monika S. Prajapati

Address: - D-315, Yogeshwar,
Nagar Tulinj road,
Nallsopara East,
Mumbai – 401209

Appointment Letter

Dear Monika,

With reference to your application and the subsequent interview you had with us, we have pleasure in offering you the position of Account & Audit Executive in SKLR & Co LLP, based at our Mumbai Office, on the following terms and conditions.

Salary:

Your total salary (CTC) will be Rs. 60,000/- (Sixty thousand Rupees) per annum. Further, you will be eligible for a performance incentive in accordance with the Performance Incentive programmed of the company.

Joining Date:

As discussed and agreed, you will join not later than June 01.2024.

Other Terms:

Your appointment is subject to you being medically fit and the receipt of satisfactory references and background checks. In this regard you are requested to furnish the necessary declarations and details as per existing Company Policy.

Please sign the copy of this letter as a token of your acceptance.

Yours Faithfully,

For, SKLR & Co LLP
Chartered Accountants



Partner

Sagar Jayantilal Patel.

Membership No.: 166294



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Date: 01st March, 2025

WORK EXPERIENCE LETTER

TO WHOM IT MAY CONCERN

This is to inform that Ms. **Monika Sureshbhai Prajapati** has completed her internship for 6 month and has continued with our firm as an employee under Accounts & Audit Assistant with our firm SKLR & Co LLP, Chartered Accountants.

During her time with SKLR & Co LLP, she is dedicated, hardworking and loyal to her work and responsibilities with our firm. Her responsibilities included maintaining books of accounts in tally of various enterprises, preparation and filing of GST returns, auditing of sales and purchase vouchers, follow with the clients etc. She has done an exemplary job in this role.

Ms. Monika Sureshbhai Prajapati has always maintained a professional, courteous attitude and appearance while with our Firm.

Please contact us for any additional information.

Yours Faithfully,
For SKLR & Co LLP
Chartered Accountants

Partner
Sagar Jayantilal Patel.
Membership No.: 166294

