



Appointment Letter

Date- 20/07/2025

To,
Riddhi Umesh Poojari
Mumbai

Subject: Letter of Appointment

Dear Riddhi Umesh Poojari

We are pleased to appoint you as Bank audit Assistant Our CA Firm based at Mira Bhayander. Your Educational Training will be governed by the following terms and conditions:

1. Working Hours

Your working hours will be Minimum 6 Hour daily basis as a Part Time.

2. Date of Appointment & Stipend

Your date of appointment as per company records is **21/07/2024**. Your Appointment only for educational Training Purpose

Stipend: Your Stipend as discussed during the Interview

3. Probation Period

You will be on probation for a period of Six months from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service.

If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

4. Travel

Whenever you are required to undertake travel on CA Office work, you will be reimbursed travel expenses as per Company rules.

5. Responsibilities & Confidential Information

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.



Accordingly, to protect the Confidential Information that will be disclosed during employment, the Employee agrees as follows:

1. Employee will hold the Confidential Information received from Abhishek S Tiwari & Associates in strict confidence and will exercise a reasonable degree of care to prevent disclosure to others.
2. Employee will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by management.
3. Employee will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for Firm

6. Notice Period

This appointment may be terminated by giving Forty Five days' notice.

You may terminate your employment with the Firm, without any cause, by giving no less than 45 days prior notice

For Abhishek S Tiwari & Associates



CA Abhishek S Tiwari

Partner

Date: 20/07/2025





Experience Letter

This letter is to Confirm that Miss Riddhi Umesh Poojari was employed with Abhishek S Tiwari & Associates (Chartered Accountant Firm) since July 2024 to Till date 25th January 2025 as a Part time Trainee for bank Audit . She holds the post of Bank Audit Assistant. She is hardworking Person as well as good nature person.

Thanking You

For ABHISHEK S TIWARI & ASSOCIATES
CHARTERED ACCOUNTANTS

FRN: 141048W

Abhishek S Tiwari

Partner M.No 155947

Date: 25/01/2025

