

**ALKEM LABORATORIES LTD.**

**Regd. Office:** ALKEM HOUSE, Senapati Bapat Marg,  
Lower Parel (West), Mumbai - 400 013, Maharashtra, India.

- Phone: +91-22-3982 9999 • Fax: 022-2495 2955
- Email: [contact@alkem.com](mailto:contact@alkem.com) • Website: [www.alkemlabs.com](http://www.alkemlabs.com)
- CIN: L00305MH1973PLC174201



Ref. No.: HR/AURA MAGNA/RSGN/44024

Date : 22.08.2022

Employee Code - **00044024**

**Mr. JAY PRAKASH . - ABM  
MAGNA  
HQ - SULTANPUR**

**Dear Mr. JAY PRAKASH .,**

Reference to your resignation letter dated **16.08.2022**, we hereby inform you that the same has been accepted with effect from **16.08.2022**

Your Full and Final settlement will be processed based on your last field work report submitted in Garnet.

Please obtain "No Dues Certificate" from all your Stockiest and also handover all the company's property including Samples, Training Materials / Books / Product / Monograms / Company Literatures / Visual Aids etc to **Mr. RAVINDRA DUBEY - RM** to ensure the generation of e-clearance and settlement of your legal dues if any.

Kindly submit Company's Property / belonging which are in your possession including pending daily reports & travel expenses (if any) within 7 days to your Reporting Manager from the receipt of this communication or resignation.

We will proceed with the generation of e-clearance after 7 days based on the details available with the company and make the appropriate deduction from your full & final settlement for non-receipt of any company property / belonging which are in your possessions, which you may please note.

**Wish you every success in your future endeavors.**

Thanking you,

Yours faithfully,

**For ALKEM LABORTORIES LIMITED**

**AMIT KUMAR PAUL  
ASSOCIATE GENERAL MANAGER - HR**

**N.B.: No claim will be entertained and/or processed once the full & final settlement is completed.**