

**03-03-2025**

Trina Sanyal  
Sales Trainee  
18233

**Subject: Acceptance of Resignation**

We acknowledge the receipt of your resignation letter dated 03-02-2025 and accept your decision to resign from your position as Sales Trainee with Pine Labs Private Limited, effective 04-03-2025.

We appreciate the contributions you have made during your tenure with us and wish you success in your future endeavours.

Please be informed that this letter serves as an acceptance of your resignation and is not a relieving letter.

Your final relieving letter will be issued once all formalities regarding the No Dues process are completed, in accordance with our company policy.

We request your cooperation in completing the necessary exit formalities, including but not limited to the submission of company assets, clearance of outstanding work, and handover processes.

The No Dues process will be triggered in Darwin Box (HRMS) three working days prior your last working days as approved. We encourage you to complete the No Dues clearance process to enable Full and Final Settlement and other statutory dues as applicable.

Should you have any questions or require assistance during this process, please feel free to contact [askhr@pinelabs.com](mailto:askhr@pinelabs.com)

Thank you once again for your service, and we hope that your remaining time with us is both productive and pleasant.

**Regards**  
**Human Resources**