



Resignation Acceptance

Dear Shivali Kumari

This is to inform you that your resignation has been accepted on 21-Oct-24. While we regret that you have decided to move on from IndiaMART, we wish you all the best for your future endeavors.

Please make a note of the following:-

1. No Dues Clearance will be done Online, please ensure all company assets assigned to you (phone/ laptop/ id card/ fiesta card/ data card/ library book etc) are returned to Admin, IT and Library department respectively on or before your last working day.
2. Please ensure you scan (swipe in/ out) your finger on biometric machine on your LWD to capture your last working date.
3. Your full and final will be completed within 45 days from your last working day.
4. Your relieving & experience letter will be sent to you on your personal email id which is updated in our records within 45 days from your last working day.
5. After your last working day, you can get in touch with IndiaMART's HR Team on any query related to your employment with us. You can log on to [IndiaMART.com](https://www.indiamart.com) > Jobs & Careers > IM Ambassadors, and submit your request.

Warm Regards,
Team IndiaMART