

**Clean Harbors India LLP**

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CIN: AAK-8400 GSTIN: 36AAMFC9044J2ZI

**Private & Confidential****June 7, 2024****Name: Gaurav Makhija****Emp ID: 424446****Sub: Acknowledgement of Resignation & Relieving Letter****Dear Mr. Gaurav**

This letter serves to acknowledge and accept your resignation from the position of “**Junior Associate**” with Clean Harbors India LLP (Clean Harbors), and you will be relieved from the services of the company at the closing business hours of **June 07, 2024**

With respect to the resignation of your employment, the following will apply:

1. Complete the exit process, and handover all the necessary documents and properties of the company that you possess on your last working day i.e., **June 07, 2024**
2. Your full and final settlement will be completed within 45 days from the date of your relieving, subject to ‘No dues’ from you to company.
3. Your Full and Final settlement will include –
  - your outstanding regular salary up to and including **June 07, 2024** (less any required withholdings and/or deductions).
  - your accrued Privilege Leaves earned but not taken, up to and including **June, 2024**, If your overall tenure with CHI is more than 6 months.
4. Your company benefits coverage, including Health, Life Insurance and Accident cease effective as on your last working day i.e., **June 07, 2024**. We urge you to take whatever steps are necessary to obtain replacement benefits coverage for you and your family.
5. If you are a participant in the PF plan, your PF contributions through payroll deduction cease effective as of today. You will have 90 days to transfer your funds to another PF plan, cash them out, or retain them through your next employer. Please contact your future employer’s HR department for doing so.

We would also like to take this opportunity to remind you of your continuing legal obligations arising out of your employment with Clean Harbors. In that regard, we wish to confirm the following:

1. You are not to disclose any confidential information that you have received during the course of your employment with Clean Harbors, and you are not to use any confidential information for your own personal benefit, or the benefit of others, including competitors of Clean Harbors; and
2. You acknowledge that you have returned all Company property and equipment in your possession or control, including, but not limited to, all Company files, documents, computers, cell phones, other electronic media and/or devices. You further agree to leave intact, and not to copy or delete, any electronic Company documents or data, including without limitation those that you developed or helped develop during your employment.
3. You represent and warrant that you have no Company documents or information stored or maintained on any personal data storage devices, including without limitation personal computers, smart phones, or thumb drives.

We thank you for your contributions to Clean Harbors and we wish you all the best in your future endeavors.

If you have any questions or require clarification on any of these matters, please contact us at +914068290000 or [seperation.CHI@cleanharbors.com](mailto:seperation.CHI@cleanharbors.com) at your convenience.

**for Clean Harbors India LLP**  
**S V V Rama Krishna**  
Senior Vice President – Human Resources