

Resignation Acceptance Letter

Date : 12-10-25

Awaiz Khan
Employee code: 10163843
Designation: Executive - Operations
Department: Sales
Location: Noida

Dear Awaiz Khan,

This is in reference to your resignation dated 30-09-25 with the intention to opt out of the services of the company. With due respect to your decision, we are accepting your resignation and relieving you from our services effective from the closing hours of 12-10-25.

To expedite the exit process, please ensure you complete the following formalities before your last working date.

- Ensure that proper handing over of responsibilities is done with your immediate supervisor.
- All exit clearance (Admin, IT, F&A and HR) to be completed on or before last working date.
- Exit Interview to be completed with HR on or before last working date.

Exit Clearance: As part of the exit process, we kindly request you to return all company assets in your possession and pay financial dues to the company, if any. Following are the list of handovers/dues, but not limited to.

- Salary advance or any other payment
- Notice period recovery
- Company-issued laptop
- Mobile phone/Sim card
- Access/ ID cards or Storage/cupboard keys
- Any other equipment or materials belonging to the company.

If any assets are not returned or are damaged (beyond normal wear & tear) while returning, an appropriate amount shall be deducted from your final settlement to cover the replacement or repair costs.

Full & Final (F&F) settlement: Once all the dues are cleared by you and signed off by all the respective departments your relieving /service letter will be sent to your personal email ID. The F&F statement will be sent to your email id for your reference. F&F amount will be paid out within 45 days from the date of exit clearance sign off.

You may ensure that all the income tax documents are submitted to the finance team for verification and taxation purposes at least a week before being relieved.

Important Note: Request you to keep your Corporate Axis / HDFC Bank Salary account active for 60 days from your last day of working. Company shall credit the dues, if any, to said salary account only.

Please reach out to exjd.support@justdial.com for further clarification if any by mentioning your employee code.

We look forward to your support in ensuring a smooth exit and full & final settlement process.

Regards,
Human Resource Team



Mudra Rastogi
Regional Head -Human Resources
Date : 12-10-25
Place : Noida