



WM Universal Solutions Pvt. Ltd.  
Registered Office: 11th Floor, Block D&E,  
10th Floor, Block E, ASF Insignia, Grand Canyon  
SEZ, Gurugram - Faridabad Road, Gwal Pahari,  
Gurugram - 122003 (Haryana)  
CIN No - U74999HR2011PTC085630

**Date: 05-June-2025**

To,  
**Anushika Raghuvanshi**  
**389755**  
Indore

Sub: Resignation Acceptance and Employee Release

1. Further to your resignation dated **2-June-2025**, WM Universal Solutions Private Limited ("Company"), hereby accepts your resignation.
2. As you are aware, as per the terms of your Employment Agreement, you are required to serve prior notice of 60 days until **31-July-2025**.
3. The Company will pay you the amounts due to you until the Separation Date, which shall comprise of your full and final payment and settlement of all salaries, bonuses, commissions, compensation, allowances, perquisites, reimbursements, leave encashment, gratuity, claims, demands, dues and other amounts of any nature whatsoever, including all amounts that may be payable by the Company upon cessation of your employment, in accordance with Company Policies and laws as applicable at the time of your separation, subject to necessary deductions. The finance team will be in touch with you separately with respect to your full and final settlement calculations.
4. The full and final payment will be made to you along with the payroll following your Separation Date, the receipt of which, shall be acknowledged by you.
5. On or prior to the Separation Date, you shall return to the Company all assets, documents, materials, confidential information and intellectual property of the Company, which are in your possession.
6. Up until the Separation Date, you shall continue to fulfill your duties diligently and professionally. This includes completing any pending tasks, co-operating with your manager and colleagues and ensuring a smooth transition of your responsibilities to another team member as directed by your manager. Furthermore, it is imperative that you strictly adhere to all Company policies and procedures during this transition period.

Note

This is a digitally issued document and does not require any signature.  
For verification of this document please send email to [hrconnect@wm.com](mailto:hrconnect@wm.com)



7. In relation to your resignation, you undertake, agree, and acknowledge that:

- (a) you have no disputes with or further claims or causes of action against the Company, its affiliates and their respective employees, officers, agents, representatives and directors ("Group") and in consideration of the foregoing, you, on your own behalf, and on behalf of your agents, attorneys, administrators, heirs and legatees, hereby unconditionally and irrevocably release and discharge the Group from and against any and all claims arising out of or in any manner related to your employment with the Company or its separation;
- (b) you will refrain from any defamation of the Group, and from interfering with the contracts and relationships of the Company and/or its affiliates.
- (c) Subject to sub-clause 7 (i) below, your Employment Agreement with the Company (as amended, modified, or supplemented from time to time) stands terminated with effect from the Separation Date.
- (d) the payments made to you in accordance with clause 3 above are in full and final satisfaction of any and all claims, all contractual or other entitlements that you have, or may have, from the Company and/or its affiliates (i) in connection with your employment, resignation, and separation; (ii) in settlement of disputes presently or previously existing between you, the Company and/or the Company's affiliates (if any).
- (e) the Company reserves the right to deduct any outstanding amounts payable by you from your full and final settlement. This may include but is not limited to any outstanding loans, advances, expenses, damages, dues with respect to joining bonus, relocation bonus, allowances, stability agreement (if any) or any other valid dues owed to the Company.
- (f) effective from the Separation Date, all benefits available to you under the applicable Company plans, programs and/or arrangements have been terminated, without any obligation or liability to the Company.
- (g) You represent that the Company has no outstanding debts or other obligations towards you under law or contract apart from the payments mentioned above in clause 3.

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- (h) the Company may plead this letter as an acknowledgement by you of settlement of all claims and all entitlements under contract or otherwise and a bar to any further claims by you in respect of which a release is given in this letter; and
- (i) you will remain bound by certain terms of the Employment Agreement executed between you and the Company, which by their very nature, survive termination including non-disparagement, non-solicitation, etc.

As a token of your acceptance of the terms and conditions contained herein, you shall sign this letter and return the same to the Company by **06-June-25**.

For detailed information relating to your separation, please refer to the [Separation Policy](#) available on Visor. This document outlines all the separation formalities including submission of Company's assets, submission of documents pertaining to your personal income tax, important helpdesks related to quick assistance etc.

Finally, please download all your pay slips, previous year's tax statements etc. from TeamLease portal as those will be inaccessible by you post your separation date.

We appreciate your contributions to the Company during your tenure with us and we wish you the best for your future endeavors. If you have any questions or require any clarifications, please do not hesitate to reach out to the HR business partner.

Yours faithfully,

For **WM Universal Solutions Private Limited**

Human Resources Team, India

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### **ACKNOWLEDGMENT**

I, **Anushika Raghuvanshi** have had the opportunity to read the resignation acceptance and release letter and the Company's Separation Policy. After having understood the contents of the same, I do hereby sign below to confirm my acceptance of the terms set out therein.

I hereby acknowledge and agree to comply with all the obligations and covenants as stipulated in this letter, and confirm that I have no further claim, right or entitlement against the Company and/or the Group.

**Anushika Raghuvanshi**

**Date** 6/2/2025

**Employee Name & Signature:** Anushika Raghuvanshi

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