

Hi Karishma,

Hope you are doing well!

We acknowledge and accept your resignation from the position of Risk & Compliance Analyst at *The Kaptive Edge Pvt. Ltd.*

As per the personal situation explained, we understand you are unable to complete the full 90-day notice period. Accordingly, your available leave balance will be adjusted against the notice period, and your **last working day will be 18th October 2025**.

Please ensure all company assets (laptop, ID card, access cards, documents, Chair, Table etc.) are returned by **end of day on 18th October 2025**. Once that is done, kindly send us a confirmation with the list of assets so that your exit formalities can be initiated.

You will receive your full and final settlement on the last working day of this month.

It has been a pleasure working with you, and we truly appreciate your contributions during your tenure with us.

We wish you all the very best for your upcoming wedding and your future endeavours.

Regards,

Vishal Sharma

Manager

Risk and compliance

