

13 February 2025

Name: Ashi Agarwal
Emp ID: 10077

Subject: Relieving Letter

Dear Ashi Agarwal

We wish to confirm that your resignation is hereby accepted, and relieved from the services with effect from close of business hours on **3 January 2025** you have also duly handed over all company properties and responsibilities as per the exit policy, and your full & final settlement has been cleared from the organization.

As per our records you were associated with "**Wenger & Watson Business System Pvt Ltd**" as **Recruitment Coordinator (L2)** from **31 May 2021** to **3 January 2025**.

We would like to take this opportunity to remind you of the Clauses pertaining to "**Secrecy And Intellectual Property Rights**" contained in the offer letter signed by you at the time of joining. These clauses stipulate that you will adhere to the terms and conditions specified in this letter, even after the period of your employment with "Wenger & Watson Business System Pvt Ltd.", without limit of time.

Your Personal Identifiable Information (PII) will be retained :

As per the data retention policy of the company.

- For the duration required by applicable law, regulation, or legal obligation, whichever is longer, including any applicable statutory retention periods.
- Your PII may be retained for purposes such as Background Verification (BGV) or to fulfill any government data requirements. This data will be used solely for these specific purposes.

We take this opportunity to thank you for all your contributions to the Company and wish you success in your future endeavors.

For Wenger & Watson Business System Pvt Ltd

Harish Kumar M
Director