

08<sup>th</sup> October 2024

**Mr. Rahul Pal**

H. No. 948, Sector 10

Gurgaon, Haryana - 122001

Email: rahul4849pal@gmail.com

Sub.: **RELEASE LETTER**

**Dear Mr. Rahul Pal,**

This is with reference to your resignation email dated 30<sup>th</sup> September 2024 resigning from the services of our organization with immediate effect.

As per our office records Rs. 27,069.00 (Rupees Twenty Seven Thousand & Sixty Nine Only) is payable to you towards the full and final settlement of all your dues till date of your relieving (Details attached). On submission of an accepted copy of this letter, we will transfer the aforesaid amount directly to your bank account.

We would like to mention here that -

1. With the above full and final settlement amount, we have settled all your dues, outstanding and claims whether statutory, contractual or otherwise in relation to your services with our organization and that there remain no dues, outstanding or claims against us after payment of this full & final settlement amount.
2. You shall hand over all files, information, property either belonging to us or to any of our client(s) whether tangible or intangible, in good condition and order and shall submit a written undertaking in this respect before demanding the afore mentioned cheque of full & final settlement.
3. Further, please be informed that you shall not make use of any information and / or knowledge in relation to our business or in relation to the business of any of our client(s) at any time after your relieving from the services of our organization.

Yours Truly,

**ACKNOWLEDGMENT CUM ACCEPTANCE**

I have read, understood and accepted all the aforesaid terms and conditions and shall remain bound by the same.

**Signature**



Particulars	Rahul Pal (Full and Final settlement up to 30.09.2024)
<b>Salary 01.09.2024 to 30.09.2024</b>	
Basic Salary	15000
HRA	7500
Conveyance Allowance	4200
Other Allowance	2200
	<b>28900</b>
PF	1800
Labor Welfare	31
<b>Net Payable</b>	<b>27069</b>


