

SHREE PEETAMBER DISTRIBUTORS

**Address:- A.N.1, RAKBA 0.2910 H, CHURAMANPUR, NEAR MEGHNA HOSPITAL, Bhullanpur,
Varanasi, Uttar Pradesh, 221108**

Ph. No.:- 9335415185, E-mail:- shreepeetamberd@gmail.com

Date: 25/06/2024

Dear Mr Nikhil Khetrupal

This refers to your letter dated 01/06/2024 resigning from the services of the Firm as “**Marketing Executive cum MIS analyst**” and requesting us to relieve you by 25/06/2024 and certify that you’re employed with the Sister Concern of **M/s Shri Ganesh Agencies (Hero MotoCorp Super Stockist)** since 05/02/2022 to 25/06/2024.

We write to inform you that your resignation has been accepted and you shall be relieved of your duties with effect from close of working hours of 19:00 hrs.

You are requested to hand over all the property of the firm including files, correspondence, specifications, brochures, books and other documents of any nature whatsoever, to your HOD or to the person authorized by him.

We wish to re-emphasize the following clause of your terms of appointment:

- You will not disclose to any unauthorized person, either during or after your employment with the firm, for any reason, any information about the interest or business of the firm or any affiliated firms.
- You will not carry with you outside the office premises, any documents, books and other property belonging to the firm and relating to the firm affairs unless you are authorized by the management to do so.

You are requested to confirm that you have not made or retained any copy or photocopy of any of the documents made available to you during the course of your employment with us.

Your dues, if any, will be settled by the Accounts Department as per the HR policy and guideline.

Please sign a copy of this letter in token of your acceptance and confirmation of the issues mentioned above and further we wish you to have a bright future and happy to work with you.

With best wishes,
Yours very truly,

For SHREE PEETAMBER DISTRIBUTORS


(Authorised Signatory)