

## USV Private Limited

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CIN : U24239MH1961PTC012098  
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Date: Dec 30, 2025

Mr. Rahul .

Employee Code no. 026315

Officer Level : L2 (B)

Domestic Sales

Delhi

### Sub: Resignation and Notice Period

Dear Rahul,

We are in receipt of your letter of resignation dated Nov 28, 2025 and you will be relieved on closing hours of Dec 27, 2025, subject to final approval by your reporting manager.

At your grade, 30 days notice period is applicable under the agreed terms and conditions of employment.

Please note that short fall of notice period (if any), subject to approval by the reporting manager on the early relieving, will be recovered under the agreed terms and conditions of employment. Notice period recovery will be calculated based on Basic salary x number of short fall of notice period days from the dues payable to you in your Full and Final settlement.

Kindly note, during the resignation / notice period, no leaves will be granted. Any absence during this period, the notice period will be adjusted against the days of your absence.

Your full and final settlement will be done within one month from the date of relieving subject to completion of exit formalities. To facilitate the process of full and final settlement, you are required to complete the exit process and clearance formalities which you need to submit on/before your last date of working.

For further information and clarity please get in touch with HR department.

We wish you very best!

With warm regards,

A handwritten signature in black ink, appearing to read 'Rohit Sharma', written over a thin blue horizontal line.

Rohit Sharma

Chief Human Resources Officer