

RELIEVING LETTER

Mr. Akash Chadha



Jio Haptik Technologies Limited (Formerly, Reliance Jio Digital Services Limited); CIN: U72900GJ2013PLC107560

Registered Address: 101, Saffron, Nr. Centre Point, Panchwati 5, Rasta, Ambawadi, Ahmedabad 380006, Gujarat, India

Haptik Address: 8th floor, 801, A Wing, Cello Triumph, I B Patel Road, Goregaon East, Mumbai 400063



Date : 04.03.2026
Name : Mr. Akash Chadha
Employee Code : 55062729
UAN : 101597504311

Relieving Letter

Dear Mr. Akash Chadha,

This has reference to your resignation dated 10.06.2025 expressing your desire to resign from the services of the company. We hereby confirm that you have been relieved from the services of the company from the close of working hours of 10.07.2025.

Your service letter will be made available upon processing of your full and final settlement and settlement of dues if any.

You are requested to ensure the following for seamless exit experience

1. Access your Separation Documents

Please log on to Jio Alumni Portal (<https://ess.jio.com/alumni>) and access your separation documents through Jio Alumni Portal. Please refer to Annexure 1 for further details.

2. Return all assets for speedy Full and Final Settlement

Ensure that you have returned all the assets for a speedy settlement. Your final settlement will be computed post completion of your clearances. In case of pending dues, pay them using Jio Alumni Portal. Please refer to Annexure 2 for further details.

Your F&F settlement will take 3-5 days from your last working day, provided all exit formalities and clearances are completed.

3. Guide for Background Verification

In case your prospective employer wishes to conduct the background verification, you may guide them to register and verify the details mentioned in service letter on our Alumni verification service (<https://swayam.jio.com/alumni/>).

4. Maintain Confidentiality

Please note that your confidentiality obligations will continue after the employment.

5. Be in touch

You may logon to <https://swayam.jio.com/qms/> in case you have any queries.

We thank you for your contributions and wish you all the best for your future endeavors.

This is an electronically generated document and thus doesn't require signature.



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Annexure 1: List of Documents and Methods to Access.

1. Documents accessible on Alumni Portal:
 - a. Form-16 for the previous years as available
 - b. Last 6 month Pay Slip
 - c. Income Tax Projection sheet for the current financial year
 - d. Service Letter, Relieving Letter, Promotion Letter, Increment Letter as may be applicable
 - e. Full & Final Settlement sheet
2. Process to access Jio Alumni Portal:
 - a. Go to Alumni Portal (<https://ess.jio.com/alumni>)
 - b. Login using below credentials:
 - i. User = << S + Eight Digit Employee Code>> e.g. "S00012345"
 - ii. Default Password = << Hr + Date of Birth in YYYYMMDD>> e.g. if your DOB is 28-Nov-1980, Default PW will be "Hr19801128"
3. Alumni portal will be available for a period of 2 years from your date of separation.

Annexure 2: Process to pay pending dues

1. Log on to Alumni Portal (<https://ess.jio.com/alumni>) as given in Annexure 1
2. Go to Full and Final Details
 - a. Check Full and Final recovery status.
 - b. Make payment of the outstanding dues using 'Pay' button.
 - c. You may pay through UPI, bank transfer or credit/debit cards.