

02-Apr-2024

Arun K S  
M268392  
HC-IF-ACCAAF1 ABM1  
HC-IF-A APAC  
Healthcare  
Merck Specialities Pvt. Ltd.  
Mumbai

Subject: Full & Final settlement.

Dear Arun,

We are enclosing herewith a Statement of Account showing an amount of **Rs. 168137 /-** **(One hundred sixty-eight thousand, one hundred thirty-seven)** payable to you by the Company against settlement.

The amount was credited in your salary account, details of which are given below:

Bank Name	: ICICI Bank
Account Number	: 268501500601
Credit Date	: 28/03/2024

Also, find enclosed herewith the relieving and experience letter, provisional tax computation sheet for the financial year (2023-24) along with your Full & Final Settlement statement.

Form 16 for the FY (2023-24) will be emailed to you on your personal email ID, by the last week of July (2024)

In case of any discrepancies, send an email to: [MBSEmployeeCare-India@merckgroup.com](mailto:MBSEmployeeCare-India@merckgroup.com)

Yours faithfully,

**For Merck Specialities Pvt. Ltd.**



**Vivekanand Jha**



**Merck Specialities Private Limited**

Registered Office  
Godrej One, 8<sup>th</sup> Floor, Pirojshanagar  
Eastern Express Highway, Vikhroli (East)  
Mumbai – 400079, India.  
Phone +91 22 62109000  
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[www.merck.co.in](http://www.merck.co.in)  
CIN: U24100MH2005PTC152680  
<http://www.merck.co.in/>

**Manager - Payroll & Compliances**

02-Apr-2024

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M268392  
HC-IF-ACCAAF1 ABM1  
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Mumbai

Subject: Relieving Letter from the Services of the company

Dear Arun,

We would like to inform you that you are being relieve from the services of the company with effect from closing office hours of 2/16/2024.

We also certify that your full and final settlement of account has been cleared with the organization.

We at company wish you all the best in your future endeavor.

Please sign a copy of this letter in token of your acceptance and confirmation of the details mentioned above.

Regards,

**For Merck Specialities Pvt. Ltd.**



**Vivekanand Jha**  
**Manager - Payroll & Compliances**



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**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Arun K S was working with us as **Senior Business Executive** from the period 8/2/2018 to 2/16/2024.

During his tenure, he has performed his duties satisfactorily and diligently.

We wish him all the success in the future.

For **Merck Specialities Pvt. Ltd.**



**Vivekanand Jha**  
**Manager - Payroll & Compliances**



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