

Relieving Letter

08 August 2023

**Ms. Dolly Verma
Emp. Code: 25434**

Dear Ms. Dolly Verma,

This refers to your letter of resignation dated 02 August 2023 from the services of the company and requesting us to relieve you.

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 **08 August 2023**.

You are requested to hand over all the property of the company 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:

1. You will not disclose to any unauthorized person, either during or after your employment with the Company, for any reason, any information about the interest or business of the Company or any affiliated companies.
2. You will not carry with you outside the office premises, any documents, books and other property belonging to the Company and relating to the Company 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.

With best wishes,

Yours truly,

For, Micro Life Sciences Pvt. Ltd.

**Dr. H.C. Panjekar
Group Head- Human Capital & Administration**

I accept and confirm the same as stated above.