

Date: 30th March, 2026

To,
Mr. Satheesh M,
Raja Street, Billakuppam Village,
Gummidipoondi Taluk, Sidhrajakandigal post,
Sirupulapettai, Truvallur, Tamil Nadu - 601201.
Mob: - 8940438829.

Subject: Acceptance of Resignation

Dear Mr. Satheesh,

With reference to your resignation letter dated **16th March, 2026** and as per your request/review with your HOD, we have accepted the same and your last working date with us will be **30th April, 2026** as per the notice period policy. However, if you fail to do so, an equivalent shortfall of notice period days will be recovered from your Full and Final Settlement.

You will not be entitled to take the leave during the notice period. In case of your leave/absence, it will not be counted in your notice period days and notice period duration will be extended proportionately OR equivalent days will be recovered from your full and final settlement.

You are hereby informed to handover your responsibilities & company assets (if any) along with documents and working files to your HOD.

On your last working day HR will take your exit interview & payroll team will help you for your exit clearance.

The HR will issue experience letter after completion of the above said process & initiate Full & Final Settlement based on company policy.

Please note that as per Clause No. 10 of your NON-COMPETITION AGREEMENT dated **13th March, 2024** you directly or indirectly or through adviser will not work with any competitor or business rival of the company or will advise directly or through some friends / agent with the companies / associate companies who are in same / similar line of business. The NON-COMPETITION AGREEMENT shall be applicable effective **30th April, 2026**.

Thanking you,
Yours faithfully,
For **Time Technoplast Ltd.**,


Amit Manindra Shyamal
General Manager - HR & Compliance

TIME TECHNOPLAST LTD.

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CIN : L27203DD1989PLC003240

Regd. Office : 101, 1st Floor, Centre Point, Somnath Daman Road, Somnath, Dabhel, Nani Daman, Daman - 396210

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