



To,

Mr. Himanshu Ramchandani,

Employee Code – E07770

Designation – Business Executive

HQ – Jaipur

We are in the receipt of your Resignation through HR Portal on **02-04-2022** informing us your decision of resigning from the services of the organization.

We hereby confirm and acknowledge the acceptance of your resignation and you are relieved from the company's services W.E.F **02-04-2022**, as per the terms and conditions of your appointment letter.

FOR FIELD ONLY

You are directed to submit the company property/assets, promotional materials/inputs and other properties/assets/official documents to your **Reporting Manager** and send the following documents signed and approved by your immediate reporting manager to Human Resources Department within 07 days from the date of receipt of this email communication / letter.

- **Marketing/Field Expenses Statement** : Expenses incurred by you on behalf of the company for business purpose or any other product promotion activities.
- In the instance where the company does not receive any communication or expense sheet from your end within 30 days of acceptance of resignation letter, it would be assumed that you have waived your claim towards any expense incurred by you on behalf of the company.
- Any Other **Promotional Materials, Inputs, Devices etc.** which has been sent to you for product promotion and business development purpose on or before date of your aforesaid resignation/relieving.

FOR HEAD OFFICE ONLY

You are requested to hand over all company property and documents which are in your possession to **HR Department** as per the below details, before the relieving date. Your dues will be settled on receipt of your handing over all company property and documents.

- Laptop & Bag & Charger
- Datacard
- SIM Card
- Loan
- Other Inputs

Registered & Corporate Office:

8th Floor, Commerce House - IV, Prahlad Nagar, Ahmedabad - 380 015, Gujarat, India
Phone: +91 - 79 - 30451111 / 30179402 - 03 • Fax: +91 - 79 - 30179404 / 30451001 / 71841000
• Email: eris@erislifesciences.com • Web Site: www.eris.co.in
CIN: L24232GJ2007PLC049867



For Any Assistance on the Full & Final Process Please feel free to connect with us.

Kindly be informed that you will be entitled to salary for only those days you have reported to work during the month. Any no reporting of working / miss punch during the month will be leading to unauthorized leave liable to necessary salary deductions as per the norms of the organization.

As per the terms and conditions of your employment with us, payment towards shortfall of notice period, will be recovered from your full and final settlement as per company's HR policy and guidelines.

We once again thank you very much for your services with the company and wish you best luck for your future endeavours.

With Best Wishes,

Team HR

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