



SATYAM PHARMA-CHEM PVT. LTD.



7th January, 2021

Mr. Sanjay Balkrishna Ganave
D-202, Balaji Super Market,
M.G. Road, Near Raigad Bazar
At & Post : Pen, Taluka: Pen,
DISTRICT: RAIGAD – 402 107.

Contact: 9423383231

Relieving Letter

Dear Mr. Sanjay Ganave,

This has reference to your letter of resignation dated 08th December, 2020. We hereby wish to inform you that, your resignation is accepted and you are relieved from the services of the company with effect from 7th January, 2021 after close of office hrs.

You will hand over your responsibilities, company documents, files and status of the jobs assigned to you to the company official, as directed by our Management.

Your dues, if any, including salary for the month of January 2021, will be settled through full and final settlement as per company's procedure.

FOR SATYAM PHARMA CHEM PVT. LTD.

AUTHORISED SIGNATORY

