



PRIVATE & CONFIDENTIAL

28-Apr-2025

Mr. Deepak Diwakar Jayade
ECN: RID11285
Designation: Senior Territory Manager
Function: Sales

Sub: Resignation Acceptance

Dear Mr. Deepak Diwakar Jayade,

We accepted your resignation letter dated 31-Mar-2025. Your last day of working with the company is 29-Apr-2025. Notice Pay recovery would be applicable as per company policy if there is a shortfall in the notice period. Your clearance process requires the completion of the exit interview and other formalities mentioned below:

Company Property: You agree to return immediately all Employer property (and property of its affiliates) of whatsoever kind and character, including, without limitation, keys, documents, computer software and hardware, discs and media, and policy and procedures manuals.

No Disparagement: You agree not to criticize, disparage or otherwise demean in any way Employer or its affiliates or their respective products, officers, directors or employees.

Confidentiality & Data Protection & Consequences: You must not at any time after your release date from the employment, for any reasons, disclose or permit to be disclosed to any person, firm, company or other entity any confidential information or trade secrets relating to or belonging to the Employer. You must not anywhere, at any time after release of your services with the Employer, either personally or through agents, friends, or relatives, directly or indirectly, represent yourself as being connected or interested in any way in the business of the Employer. Post your exit, if the MINOSHA IT team concludes that the organization data has been mishandled or deleted then a serious consequence will be faced which is up to withholding of FNF Letters, and negative impact on background verification. This letter is governed by statutory laws enacted by the Central or State government or local authorities as may be applicable to you from time to time.

Full and Final Settlement: You should have completed all your handover process to your manager and obtain clearance from HR, IT, Finance and other functions as per the prescribed & procedure format. All your dues will be paid to you post tax deduction at source as per Income Tax norms.

You are requested to sign and return the duplicate copy of this Letter. In case of any queries please contact Minosha HR team.

Thanking You,

Yours faithfully,

For MINOSHA PRINT SOLUTIONS PVT. LTD.

Pooja Arora
Head-HR