



Date: 22nd December, 2025

Relieving Letter

Farhath Pathan,
EMP ID- EMS-7778
Designation- Senior QA Engineer

Subject: Acceptance of Resignation OR Relieving Order

This is in reference to your resignation request dated **24th October, 2025**. This is a formal notification to inform you that we have accepted your request and you are relieved from your duties with **E-Mech Solutions Private Limited** with effect from the close of working hours on **22nd December, 2025**. We sincerely request you to hand over the company's assets that can include equipment, files, brochures, documents, ID, and other such entity that is originally an asset of the company and offered to you during your employment.

We also wish to re-highlight the following provisions:

1. You must not disclose any confidential or financial information of the company to anyone outside the company before and after employment termination.
2. You are not authorized to take with you official documents, papers, letters, other information belonging to the company by any means, outside the company, unless having a written consent for the same. You are requested to confirm that no copies of the information stated above are with you when leaving, to your manager.

You are also requested to settle any dues with the Accounts department along with a clearance report for the same.

As proof of confirmation of the above negotiations, please sign a copy of this letter and hand it to your senior manager.

Sincerely,

For **E-MECH SOLUTIONS PRIVATE LIMITED**

A handwritten signature in blue ink that reads 'Anisha Aneja'.

Anisha Aneja
HR Manager



E-MECH SOLUTIONS PRIVATE LIMITED

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