

June 03, 2024

Document ID: HR/RL/500175/03062024

Dear Lokendra Makwana,

Subject: Completion of Engagement

1. Thank you for your contributions to Dhruva Research (Organization) so far. We are grateful for your efforts and are thankful for the dedication that you have provided in your work.
2. As you are aware, you were engaged with our organization from **March 01, 2023** to **May 01, 2024**. Your designation **Deputy Area Manager – CAPI Field Operations** at the time of you being relieved of your duties on **May 01, 2024**.
3. We have found your character and conduct to be good during the abovementioned period. We wish you success in all your future endeavours.
4. As always, we shall take all efforts to ensure that all outstanding amounts, reimbursements and statutory payments payable to you or on your behalf shall be processed forthwith.
5. We will require you to execute certain additional documents that will record your tenure of work, inform you of your continuing obligations after the completion of your engagement (such as those related to confidentiality, liability, etc.). This will be required by us to commence processing all outstanding dues to your accounts.
6. By receiving this letter and by signing the documentation provided to you which has been attached to this email, you hereby affirm that you shall not be engaged by or work with any competitor of the Organization for a period of one year from the Effective Date.
7. Our team members shall be available to help you with any questions or queries that you may have in relation to this transition. Please feel free to get in touch with us at alumni@dhruvresearch.com if you have any questions.

Thank you,

Yours sincerely,



For Dhruva Research

Human Resources