

Date : October 22, 2025  
Place : Bangalore – 560 071

To  
**Mr. Chembeti Rajesh**  
**No. 319, Vinayaka Layout,**  
**Shikaripalya**  
**Bangalore - 560035**

Dear Mr. Chembeti Rajesh

**Sub: Relieving Certificate**

This refers to your resignation mail dated 07-08-2025, resigning from the services of the company.

We write to inform you that your resignation has been accepted and you shall be relieved of your duties with effect from close of working hours of 07-09-2025.

As specified to you dated **04-08-2025**, you are requested to hand over all the property of the company including files, correspondence, specifications, brochures, books, and other documents of any nature whatsoever, to **Mr. Meenatchisundaram** or such other person designated / authorized by him in writing.

We wish to re-emphasize the following clause of your terms of appointment:

1. Confidential information including client lists, trade secrets, pricing structures and any and all documents created by you in the course of your employment remain the sole property of the Company. You shall not, either during or after your employment with the Company, without the prior written consent of your superior or such other authority designated by the Company, directly or indirectly divulge to any person or use the confidential information which may be your privilege to know of your being an employee, for your own or others' benefit.
2. In terms of the NDA signed with the company you shall not directly or indirectly compete with the business of **VELAN IT** and its successors and assigns during the term of the agreement and for a period of 5 years [Five Years] following the expiration or termination of this contract and notwithstanding the cause or reason for termination.
3. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company which may be in your use, custody, care or charge. For the loss of any property of the Management in your possession, the Management will have the right to assess on its own basis and recover the damages of all such material from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.



4. You will not disclose to any unauthorized person, either during or after your employment with the Company, for any reason, any information about the interest or business of the Company or any affiliated companies.

You are requested to confirm that you have not made or retained any copy or photocopy of any of the documents made available to you during the course of your employment with us.

Your dues, if any, will be settled by the Accounts Department as per the HR policy and guideline.

Please sign a copy of this letter in token of your acceptance and confirmation of the issues mentioned above.

With best wishes,

Yours truly,

**For VELAN IT Solutions Private Limited**



**Rajendra B N**  
**Vice President – HR and Administration**

I accept and confirm the issues mentioned in the letter

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Signature :

Date :