

Date: 05 December, 2025

Employee Name: Gonuguntla Sirika

Employee Code: IFS-3031

Designation: SOC Analyst L1

RELIEVING LETTER

Dear Mr./Ms. Gonuguntla Sirika ,

This is to formally acknowledge and accept your resignation dated **10 November, 2025** from the position of **SOC Analyst L1** at **InfoSoftware Development Private Limited**. As per the notice period terms, your last working day with the company is **05 December, 2025**, and you are relieved from your duties effective from the close of business on this date.

We take this opportunity to express our gratitude for your contributions and efforts during your tenure with us. Your work has been valued, and we wish you continued success in all your future endeavors.

You are requested to return all company assets, including your employee ID card, laptop, access cards, and any other materials provided to you during your employment. Our Accounts and HR departments will process your full and final settlement shortly.

We thank you once again for your service to **InfoSoftware Development Private Limited** and wish you all the best in your professional journey ahead.

Warm regards,

InfoSoftware Development Private Limited



Madhavi J

Manager – Human Resources



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