

Date: 31/01/2016

To,

Mr./Ms. ....

Pune/Bangalore

**Subject: Acceptance of resignation and relieving from the service of the Company**

Dear Mr./Ms. ....,

We are in receipt of your resignation letter dated 1<sup>st</sup> January 2016 on personal grounds, we would like to inform you that the same has been accepted by the Company w.e.f. 31<sup>st</sup> January 2016 and you are relieved from the same date from the employment of the Company.

We also bring to your knowledge and confirmation that according to Clause 5 of the Non-Disclosure and Non-Compete Agreement dated 2<sup>nd</sup> Day of April, 2012, you shall not, until the expiration of one year after the termination of the employment relationship between you and the Company, engage directly or indirectly, or through any corporation or associate in any business, enterprise or employment which is directly competitive with the Company and related services of the Company.

We thank you for your efforts and contribution during your tenure with us and wish you all the best in your future endeavors.

Yours faithfully,

For .....Pvt. Ltd./ LLP

.....  
Director/Managing Partner

Place: Pune/Bangalore

On Letterhead of the Company

**To Whomsoever It May Concern**

This is to certify that **Mr./Ms. ....**, **Pune/Bangalore**, has been in employment with our Company as **.....** and have handled **Business Development/Business setup and Compliance Services** from **2<sup>nd</sup> December 2015 to 15<sup>th</sup> January 2016**.

During the tenure of **his/her** employment, we found **him/her** to be hardworking, honest and trustworthy.

Yours Sincerely,

**For .....Pvt. Ltd./ LLP**

.....  
**Director/Managing Partner**

Place: **Pune/Bangalore**