

Date: **4th September 2024**

Subject: Acceptance of Resignation

Dear **Ramkaran Shekhar Iyengar**,

We acknowledge receipt of your resignation mail. Kindly take note that any short notice served will result in a deduction from salary along with applicable taxes.

You must start coming to the office daily, when you are on notice period, till your last day you will perform all your work responsibilities from office only. Failing to do so will increase your notice period by days.

Please note the following points:

1. During the notice period, you are not entitled to avail any leave. Any leave taken will lead to an extension of your notice period.
2. In case of notice recovery, the Manager needs to update the HR team on the last working day via mail. (Deduction will happen on salary along with applicable taxes.)
3. 60 percent of the salary will be paid during the notice period. The remaining 40 percent will be released as your final settlement post 2 months (60 Days) of your relieving date.
4. If employee has not completed 6 months and resign from his/her duty, will not be entitled to get an experience letter.
5. You must complete all the given job tasks and responsibilities in this duration on given timeline, fail to do so will have impact on compensation and on separation date.
6. Your official last working day will depend on the number of leaves you take, tentatively it is **29th October 2024**.
7. All your Mediclaim benefits will be stopped from your Date of Separation.
8. Excessive utilization of leaves per month or using all the leaves before the end of calendar year or before Notice period shall be adjusted in Full and Final Settlements.

E.g.: As per Leave entitlement policy we have 21 leaves for calendar year that means 1.75 leaves per month, if employees utilize 20 leaves till May and resign in the month of June then excess utilization leaves will be adjusted in F & F.

9. As per appointment agreement and Idealake's Confidential, Exit and Secrecy Policy, you need to adhere below clauses:

- a) During your employment at Idealake, you may have access to or acquire client, competitive and other business information from the Company or from its employees, clients or customers that is unique, and which cannot be lawfully duplicated or easily acquired. You understand and agree that you have a continuing obligation not to use, publish or otherwise disclose either **during or after** your employment with the Company any trade secrets, confidential or proprietary information belonging to or concerning or referring to the Company, or any client or customer of the Company. You further agree upon to keep secret, be strictly confidential in whole or in part, the terms of this agreement and further agree not to disclose this Terms of employment to any person and entity except as required by law or legal process and except for disclosure to your attorneys, accountants, and immediate family.
- b) You covenant and agree that for a period of **One year** following the Separation Date, you will not work as an employee, director, partner, agent or engage in any other capacity with a client of **Idealake Information Technologies Pvt. Ltd.**
- c) **NON-POACHING-** You covenant and agree that for a period of One year following the Separation Date, you will not solicit or engage, attempt to engage, employ, attempt to employ or offer employment or work (and in each case whether directly or indirectly, including through an employment agency or other intermediary) to any Employee of **Idealake Information Technologies Pvt Ltd.**
- d) **NON-SOLICITATION OF CLIENTS -** You understand and acknowledge that because of your experience with and relationship to **Idealake Information Technologies Pvt. Ltd.**, you will have access to and learn about much or all the customers, prospective customers, and referral sources of Idealake Information Technologies Pvt. Ltd. You understand and acknowledge that the loss of these customers and referral relationships and/or goodwill will cause significant and irreparable harm. You covenant and agree that for a period of **One year**, beginning on the last day of the of your employment with Idealake Information Technologies Pvt. Ltd., not to directly or indirectly.
 - (i) solicit any actual or prospective customer or customer-referral source who had a business relationship with Idealake Information Technologies Pvt. Ltd. or any of their affiliates during the period of time in which you were employed by Idealake Information Technologies Pvt. Ltd., it being expressly agreed that soliciting a referral from a prospective customer or customer-referral source is included within this prohibition; or
 - (ii) Encourage any such customer or customer-referral source to turn down, terminate or reduce a business relationship with Idealake Information Technologies Pvt. Ltd.

e) NON-COMPETITION

You covenant and agree that for a period of **One year** following the Separation Date, you will not work as an employee, director, partner, agent or engage in any other capacity with a client of **Idealake Information Technologies Pvt. Ltd.**

I have read and accepted all the rules and regulations mentioned in Idealake's Confidential, Exit, and Secrecy Policy. Therefore, I commit to abide by the terms stipulated in the policy and recognize that any breach of the agreement can put me in a precarious position.

Employee Name & Signature

Authorized Signature
Mrs. Pooja Argekar
Senior Manager - HR