

Akshita Shinde
Emp No : 15275
Akshita Shinde
Mumbai, Mahape

Sub: Resignation Acceptance Letter

We acknowledge the receipt of your resignation letter dated 27/05/2024 and confirm acceptance of the same, subject to necessary verifications and compliances/clearances from the necessary departments. Your last working date, as mutually agreed, will be 26/07/2024.

Once you complete the handover process, our Finance Department will work out your full & final settlement. If your full & final computation leads to any recovery of money or return of any assets/property of the Company, we will reach out to you and you will be expected to immediately settle any such outstanding amount or return any Company property.

This letter is only a confirmation of acceptance of your resignation letter, and in no circumstances to be construed as a Relieving Letter.

A formal Relieving Letter shall be issued to you on completion of the above formalities and getting no dues confirmation from Finance or any other Department.

*Note: This is a system-generated letter and hence no signature is required.

Human Resource
MASTEK LTD