

4 June 2020

Employee Name: Manikandan Sakthivel

Employee No.: 37415

Acknowledgement of Resignation

Dear Manikandan

This is to acknowledge the receipt of your resignation letter dated **6/4/2020**. Your last working day in the organization was **6/4/2020** and your last held designation was Sr. Software Engineer as per company records.

We understand that you are unable to surrender the company assets in your possession due to the ongoing government efforts to control the spread of COVID 19 and corresponding lockdown announcement by the government. Once our facilities are operational and the lockdown restrictions are lifted you may complete the handover of all company assets like laptop, charger, laptop bag, dongle/ data card, access card, identity card, drawer keys, etc., the necessary clearances will be provided and your full and final settlement will take place accordingly.

You agree and understand that various Company assets and Company Client assets, belongings and ancillary products owned by the company or Company's Client are in your possession, which were granted to you for completion and discharge of your job/duties within the ambit of your work, and until those shall be handed over to the company, you acknowledge the following:

- i. Any Company or Company's Client Information/Assets will not be used by you on or after your last working day i.e. **6/4/2020** until your handover such Assets to the authorized representative of the Company upon notice from the Company.
- ii. You shall take due care of all the Company or Company's Client assets during the period of possession.

Company reserves all rights to take appropriate legal action, in an event of unauthorized usage of the Company or Company's Client assets/data while in possession after **6/4/2020**.

Thank you for your service to Hexaware Technologies Ltd., and good luck in your future endeavor.

Note: This is a resignation acceptance letter only. Relieving Letter will be issued to you subject to all clearances and settlement of all dues, if any.

Sincerely,

For HEXAWARE TECHNOLOGIES LTD.



Jacob P.U.

Associate Vice President – HR