

IDAL-SS-008v2

20-May-2020

Ref: iGTB/2020/LV1

Name : Ponraj Muniasamy
ID. No. : LV1
Location : Nxt Level

Sub: Acceptance of Resignation

Dear Ponraj,

This has reference to your resignation from the services of this Organization. Your resignation has been accepted and your last date of employment with Intellect is **27-Jul-2020**. Please note that this date is liable to change, based on discussions that might be currently underway. In such further revisions of this Letter shall be issued.

Your full and final settlement will be completed on your returning all Company assets and ensuring clearances from all Stakeholders. On completion of the final settlement, we will inform you regarding any amount owed to you by Intellect or from you to Intellect, subject to clearing of all financial and non-financial commitments.

You will be relieved from the organization on completion of full and final settlement and your relieving letter along with the final settlement payable (if any), will be forwarded to your furnished address at the earliest.

Wish you success in your future endeavors.

Yours Sincerely,
For Intellect Design Arena Limited,



Ramchandran K
Assistant Vice President - HR

Intellect Design Arena Limited

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