

POEM TECHNO PRIVATE LIMITED

1063-C Dayanand Colony, Gurgaon 122006 info@poemtechno.in

Dear Raj Nandani Gupta,

This letter is to confirm that your employment with Poem Techno Private Limited will be terminated effective

30 June 2024, in accordance with your resignation submitted on 26 May 2024

We would like to take this opportunity to thank you for your 1 Year and 1 Month of dedicated service to our company. During your tenure, you have contributed significantly to achieve a good productivity, Good Positive Productive Environment and contributed a lot Team Strength.

As per our company policies, we confirm the following details regarding your separation:
Your last working day will be on **30 June 2024**,

You will receive payment for all outstanding dues including salary, accrued leave, and any other entitlements,
subject to applicable deductions and taxes.

You are requested to return all company property on or before your last working day.

You will be provided with any necessary documentation, including your experience certificate, upon completion of the clearance process.

We wish you all the best in your future endeavors. If you require any assistance or have any questions during this transition period, please do not hesitate to contact Arti at arti@poemtechno.in

Sincerely,

For Poem Techno Pvt. Ltd.


Authorised Signatory,

Nitin Saini
Director
Poem Techno Private Limited