

Date: 14-Dec-2022

Mr. Muhammad Arif Bashir,
S/o. Bashir Ahmed,
R/o. H-No A-285, Block B, Wahid Colony,
North Nazimabad, Karachi.

SUBJECT: RESIGNATION ACCEPTANCE LETTER

Dear Mr. Arif,

With reference to your resignation email dated 8 December, 2022, indicating your resignation from the service of Gaditek Associate (the "company"), your resignation has hereby been accepted and you will be released from service effective from 18 December, 2022, which shall be considered as successful completion of your notice period with the company.

Please note the followings points, applicable as per your employment agreement and the company's notice period policy:

- while serving your notice period, you will be expected to adhere to regular working hours and be held responsible for your work as per the regular course of business;
- you may not avail any paid leaves during your notice period and any absences shall be marked accordingly; and
- final settlement of your salary/dues shall be released to you upon the successful completion of your exit formalities and exit interview by the concerned Human Resources Business Partner.

Moreover, in order for smooth transition of your duties and responsibilities, the company expects full corporation from your end in this regard and also, wish you all the very best for your future endeavors.

Please sign and return a duplicate copy of this letter as a token of your acknowledgment.

Thank you.

Sincerely,



Abdullah Ahmed
Manager – Human Resources
Gaditek Associates


ACCEPTED AND ACKNOWLEDGED

Name: Muhammad Arif Bashir

Date: _____

Signature Certificate

Reference number: JJGU5-DDMRW-ARI94-TUSNK

Signer	Timestamp	Signature
Abdullah Ahmed Email: abdullah.ahmed@gaditek.com Sent: 19 Dec 2022 11:22:06 UTC Viewed: 19 Dec 2022 19:15:23 UTC Signed: 19 Dec 2022 19:15:43 UTC		
Recipient Verification: ✓ Email verified	19 Dec 2022 19:15:23 UTC	IP address: 119.157.75.46 Location: Karachi, Pakistan

Document completed by all parties on:
19 Dec 2022 19:15:43 UTC

Page 1 of 1



Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 30,000+ companies worldwide.

