



**Integra Micro Systems Private Limited**

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Fax: +91-80-8565800

Email: info@integramicro.com

**Acknowledgment of Resignation Letter**

**Wednesday, September 20, 2023**

**Dear Naveen Kumar P S**

This is to acknowledge the receipt of your resignation letter dated Sunday, July 16, 2023.

**Effective Relieving Date**

Your superior has advised us that on the completion of the necessary formalities you can be relieved from Integra Micro Systems Private Limited (hereinafter referred to as the Company) with effect from the closing hours of Wednesday, September 20, 2023.

**Formalities to Ensure Timely Relieving**

You are advised to do the following in order to help us carry out the relieving process in a timely manner:

- Document the work being carried out by you in order to facilitate an easy handing over of charge
- Hand over all the documents pertaining to your work to your immediate superior, or to a person designated by your immediate superior
- Train the replacement(s), if so instructed by your superior, so as to ensure a smooth transition
- Confine your interaction to only those employees of the Company required for your handing over of charge. You are strongly advised not to disturb or distract other employees during their course of work. Please confine your interaction only to matters related to your work in the Company
- Return all other material in your possession belonging to the Company, its employees, subsidiaries, suppliers, customers, and other entities that are dealing with or are a part of the Company. Material could include project documents, programs delivered to the customer, library books, employee badge etc
- Settle all pending tour accounts, advances, and other transactions with the accounts department
- Comply with the terms and conditions of the Undertaking on Copyrights, Inventions, Trademarks, and Non-Disclosure of Confidential Information (hereinafter referred to as the Undertaking) signed by you on 26 December 2019. You will have to sign a Termination Certificate confirming the same at the time of leaving the organization



## **Undertaking on Copyrights, Inventions, Trademarks, and Non-Disclosure of Confidential Information**

Please pay attention to the Undertaking signed by you and the implications of the terms and conditions contained therein. In particular, make sure that you comply with the following:

- Please make sure that you do not, directly or indirectly, without the prior written consent of the Company, solicit, recruit, encourage or induce any employees, directors, consultants, contractors or subcontractors of the Company to leave the employment of the Company, either on your own behalf or on behalf of any other person or entity. Please understand that information on employees of the Company is confidential information as stipulated in Section 1 (a) of the Undertaking signed by you. Please understand that Section 16 of the Undertaking binds you even after you have left the employment of the Company
- Please notify the Company of any inventions carried out by you during your employment with the company, and make the necessary assignments and submissions to the Company as stipulated in the Company. Please understand that Section 16 of the Undertaking binds you even after you have left the employment of the Company
- Please return all confidential information to the Company as stipulated in the Undertaking. Please understand that Section 16 of the Undertaking binds you even after you have left the employment of the Company

## **The Relieving Process**

- The relieving process is initiated on the first working day after you have completed your relieving formalities and stopped reporting for duty at the Company. This is the first working day after the effective relieving date
- First, A No Dues Circular is sent to all departmental and specific functional heads for clearance. You will be notified of any pending items, non-compliance, anomalies etc from your side within three days of the effective relieving date. You are requested to make good any such discrepancies as soon as you are notified, failing which the relieving process will be put on hold. Please note that any money owed by you to the Company will be deemed as a discrepancy and the relieving process will be put on hold until you clear the debt
- You will be issued a relieving letter and experience letter after the No Dues Circular has been fully cleared by all the signatories. The issue of these two letters will take 20 working days after the effective relieving date in case of no external delays.
- An advice is sent to the accounts department for the final settlement of accounts
- The accounts department issues the cheque for the final settlement in case the Company owes you money, and also any statutory documents like Form 16.
- The final settlement of accounts completes the relieving process

## **Future Assistance**



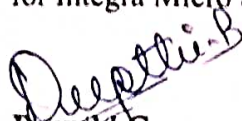
You are free to approach the Company at any time after the relieving process is complete for any assistance, like the transfer of PF account, closure of PF account, specific experience letters or recommendation letters etc.

**Acceptance of the Acknowledgment**

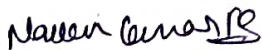
Please sign the duplicate copy of this acknowledgment signifying the acceptance of the terms and conditions herein.

Thanking you

Yours truly  
for Integra Micro Systems Private Limited

  
**Deepthi C**  
HR Department

I have gone through the acknowledgment of my resignation letter and accept the terms and conditions contained herein.

Employee's Signature: 

Employee's Name: Naveen Kumar P S

Date: 20/09/2023