

Private & Confidential

Muthyalu reddy

Via Email: reddy17mprashanth@gmail.com

10 March 2024

RE: Resignation

Dear Muthyalu,

I hope this letter finds you well.

I wanted to clarify some information regarding the Provident Fund (PF) policy here at Foundever, particularly for employees based in the UK.

In the UK, participation in the Provident Fund is optional for our employees. It is not automatically deducted from salary, as it is dependent on your personal choice. This means that whether or not you contribute to the Provident Fund will not affect your salary slip unless you choose to participate.

We want to ensure that you have all the necessary information to make the best decision for your financial future. If you have any questions or need further clarification on this matter, please don't hesitate to reach out to the HR department.

Thank you for your attention to this matter.

If you require an employment reference from Foundever Group, your new employer can request this be emailing references.hub@foundever.com. Please note that it is Foundever Group policy only to provide references with factual information.

Yours sincerely,

HR Admin Hub

Foundever

UK Headquarters, Earlsdon Park,
53-55 Butts Road, Coventry, CV1 3BH
foundever.com