

20-May-14

TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Ms. DURGA ANNAMALAI REDDY (Emp No. 61161881)** was employed in this organization from **22-Nov-11 to 15-May-14**. She has resigned from the service of the company on her own accord. At the time of leaving this company, she was designated as **"ASSISTANT TRAINER - TRAINING"**.

During her stay with us we found her sincere and hard working. We wish her success in all her future endeavours.

For Reliance Communications Infrastructure Limited


Paramjit Singh
Asst. Manager - HR

RELIEVING LETTER

Name: Durga Reddy

Employee Code: OPO003625

Department: Operations

Designation: Trainer

Location: Mumbai

This is to certify that **Durga Reddy** was working with us as “**Trainer**” in our organization from **16th May 2014** to **1st Oct. 2014**.

The resignation letter dated **16th Sep. 2014** has been accepted by the Management. He/She is relieved from the services of the company with effect from **1st Oct. 2014**

His/her conduct and the performance during the employment period was found satisfactory.

We wish him/her all the best for his/her future endeavors.

One Point One Solutions Private Limited



Authorized Signatory



July 31, 2019

Ms. Durga Annamalai Reddy
Emp No: S02798
Assistant Manager - Training

Ref: Your letter of resignation dated May 03, 2019

Your resignation has been accepted and you have been relieved from your duties at the close of office hours on 31-Jul-2019.

We further confirm that you were employed with the company from 01-Mar-2016 to 31-Jul-2019.

Please note that your full and final settlement will be processed and any amounts due to you will be credited to your existing salary account within 30 working days of your last working day.

Any queries related to full and final settlement and gratuity (as applicable) may be mail to fandf@sundarambpo.com.

In case of queries related to PF, please mail to PFhelpdesk@sundarambpo.com.

We wish you all the best in your future endeavors!

For Sundaram Business Services Limited,

Sneha Prakash

Head – Human Resources