

Relieving Letter

Ref: HRD/REL/US/2024

Date: 11th February, 2024

Name: D Somasekhar Reddy

Designation: Desktop Support Engineer

Emp ID: US-14370

Dear Mahadeshwar Hugar,

This is in reference to your resignation letter dated **31st January 2024**, in which you requested to be relieved from your duties at the earliest. After careful consideration, we hereby accept your resignation, and you are officially relieved from the services of **Universal Softech Hub** with effect from the close of office hours on **29th February 2024**.

We would like to confirm that all formalities concerning your full and final settlement, including the clearance of any dues and the return of company property, have been completed. The organization has no outstanding financial or administrative matters concerning your employment.

Your time with the company has been valued, and your professional contributions have positively impacted our operations and growth. You demonstrated exceptional skills in managing financial processes, maintaining compliance, and implementing strategies that improved efficiency. Your attention to detail and commitment to excellence has left a lasting mark on our team.

While we are sorry to see you leave, we understand and respect your decision. We would like to take this opportunity to thank you for your efforts and dedication during your tenure with us. You will always be remembered for your professionalism and the positive influence you had within your team and the wider organization.

We, at **Universal Softech Hub**, wish you all the best in your future endeavors. We are confident that you will continue to excel and achieve great success in your professional journey. Please do not hesitate to reach out should you need any further assistance from our end.

For Universal Softech Hub ,



**Rohit T
HR Manager**

