

SPL/HR/Resignation/E.15539/04/22

Apr 29, 2022

Mr. Shivam Kumar Lal  
E.Code- P/15539  
Deptt.- BDM  
Area- UP Samsung

**Sub: Acceptance of Resignation.**

Dear Shivam,

With reference to your resignation letter, dated on 14<sup>th</sup> Apr. 2022, we wish to inform you that the Management has accepted your resignation; and that you are relieved with effect from 29<sup>th</sup> Apr. 2022.

By a copy of this letter, we are advising our Accounts Department to settle your dues after production of clearance Certificate duly signed by Department Head.

Full and Final settlement of your dues shall be sent to you by cheque through post/courier after two months.

You are requested to intimate your address for correspondence along with mobile no. for further communication.

Please hand over all relevant documents /papers/ mobile phone etc pertaining to your department held in your charge /custody to your the Reporting Head before proceeding for separation.

Wishing you all the best in your future endeavors.

**For and on behalf of  
SAFEXPRESS PRIVATE LIMITED**

  
**PRITHVIRAJ A SAH  
ASSOCIATE VICE PRESIDENT - HR**

SPL/HR/ Serv.Cert./22/04/15539

Date:-29.04.2022

**SERVICE CERTIFICATE**

NAME	Mr. SHIVAM KUMAR LAL
AREA	UP SAMSUNG
DESIGNATION	EXECUTIVE
DEPARTMENT	BUSINESS DEVELOPMENT MANAGEMENT
DATE OF JOINING	01.07.2019
DATE OF LEAVING	29.04.2022
LAST DRAWN SALARY	:Rs 36667 /-P.M
BASIC	:Rs 15000 /-P.M
HRA	:Rs 7500 /-P.M
CONVEYANCE	:Rs 9567 /-P.M
BONUS	:Rs 1800 /-P.M
PF (EMPLOYER SHARE)	:Rs 1800 /-P.M
ESI (EMPLOYER SHARE)	: NA
MONTHLY INCENTIVES	:Rs 1000 /-P.M
LTA	: NA
REFRESHMENT ALL	: NA
OTHER BENEFITS	: AS PER COMPANY POLICY
GRATUITY	: AS PER LAW
REASON FOR LEAVING	: RESIGNATION

For and on behalf of  
**SAFEXPRESS PVT.LIMITED**

  
**PRITHVI R A SAH**  
Associate Vice President - HR