

DORF KETAL CHEMICALS INDIA PVT. LTD.

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A Responsible Care® Company



September 12, 2023

Ms. Sukriti Petkar  
Engineer – Sales & Marketing  
Jamnagar

Dear Ms.Sukriti,

**Ref: Your resignation letter dt. September 8, 2023**

**Sub: Your resignation from the services of Our Company**

We have for reference your letter tendering your resignation and requesting us to relieve you from the services of the Company.

In reply, we write to inform you that as desired by you, your resignation has been accepted and you are relieved from the services of the Company with effect from the closing of working hours of October 23, 2023 subject to recovery of salary in lieu of shortfall in notice period, if any.

You are requested to hand over your charge/responsibilities and all necessary Company's documents/files and any other material/instruments lying in your possession to Departmental Head.

You are requested to clear all your dues if any, for obtaining the clearance certificate. Subsequently, your full and final settlement will be done in accordance to the company's employment policy.

Further we hereby remind you that you have signed the "**Secrecy and Non-compete Agreement**" with the company and as such you cannot compete for a period of **three years** after discontinuing your employment with the Company, by being employed for any business and / or engage yourself in any direct / indirect employment with the competitors for similar products currently manufactured or being researched at Dorf Ketal Chemicals (I) Pvt. Ltd.. It is also binding upon you to maintain complete secrecy and non-disclosure of the projects, technical information and other confidential information of the Company to which you had access during your employment. In case we find that you have acted contrary to the above at any time, the Company will be compelled to seek appropriate legal remedy.

Wishing you all the best for your future endeavors.

For **Dorf Ketal Chemicals (I) Pvt. Ltd.**,

**Pramod Menon**  
**Director – Sales & Marketing**