



27<sup>th</sup> March 2019

**Surendra Kumar Porwal**  
284046  
Team Manager - Data Projects

**Shell India Markets Private Limited**  
**Shell Business Operations - Chennai**  
2nd Floor, Campus 4A  
RMZ Millenia Business Park  
143 Dr M G R Road, Perungudi  
Chennai - 600 096, India  
Tel + 91 44 4345 0000  
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**Subject: Relieving Letter & Experience Certificate**

Dear Surendra,

Further to your resignation letter dated 6<sup>th</sup> December 2018, we wish to inform you that you are relieved from the services of the company with effect from close of business hours on 1<sup>st</sup> February 2019.


This letter is to confirm your financial balance upon leaving the service of the Company. Your full & final statement is as per the Annexure. This is the full settlement of all or any contractual claims of any nature you may have arising out of or in connection with your employment with the Company or any Affiliate.

We thank you for your contributions in Shell India Markets Private Limited - Shell Business Operations and recognize your contributions to Shell Group of Companies in India from 6<sup>th</sup> August 2018 to 1<sup>st</sup> February 2019.

We wish you all the best in your future endeavors.

Please sign and return a copy of this letter to Human Resources

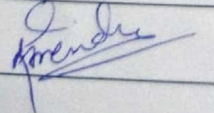
Yours Sincerely  
For Shell India Markets Private Limited - Shell Business Operations

  
Authorised Signatory

**Employee Acknowledgement and Acceptance**

Your signature below will constitute your acceptance and acknowledgement that the Settlement Sum, and any other sums paid to you and any benefits provided to you under this Agreement are in full and final settlement of any costs, claims, expenses and/or rights of action which you have or may have (whether under common law, statute (including any employment or labour statutes), contract or otherwise) and whether arising in India or elsewhere in the world. Except for the payments provided for herein, you will not be eligible for any further payment from the Company relating in any way to your employment and without limiting the generality of the foregoing, you expressly waive any right or claim that you have or may have to payment of bonuses, any benefit or award programme or grant of equity interest, or to any other benefit, payment or award you may have received had you remained an employee of the Company for a longer period.

Name Surendra Kumar Porwal

Signature 

Date 30<sup>th</sup> March 2019

Regd. Office :  
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