



ORIENTAL CARBON & CHEMICALS LIMITED

14th Floor, Tower-B, World Trade Tower, Plot No. C-1, Sector-16, Noida - 201301, UP
Phone : 91-120-2446850 Website : www.occlindia.com



December 22, 2021

Ms. Ritu Rana
Noida

Sub: Relieving Letter

Dear Ms. Ritu,

This has reference to your letter of resignation dated 26-Nov-2021 wherein you have requested to be relieved from the services of the Company on 22-Dec-2021.

We would like to inform you that your resignation has been accepted and you shall be relieved from the services of the company with effect from closing hours of 22-Dec-2021.

Your full and final settlement will be done after clearance from concerned departments.

For Oriental Carbon & Chemicals Ltd.,

Syed Adeel Ahmad
General Manager – HR