



4TH Floor, Statesman House
Connaught Place Delhi 110001

Dated:19-07-2024

**To,
Shilpa Rana**

Subject: Demand Notice for Company Asset

Dear Shilpa,

This is to inform you that we have failed to receive the company asset, data and login details even after multiple verbal and text notifications to you.

Please take this demand notice at a Priority to submit the company asset so your full and final settlement of the account can be completed.

Failing so company reserves the right to file a theft Police complaint against you.

**Authorized By
Ragini Vishwakarma, Manager, HR and Administration**