

May 30th, 2023

To,

The Chairman / Secretary
Rithwik Facility Management Services Limited
RR Tower III, Thiru-Vi-Ka Industrial Estate,
Guindy, Chennai – 600 032

Subject: Resignation from the Office of Director of Rithwik Facility Management Services Limited

Dear Sir/Madam,

It has come to my attention that another company of which I am a director in has not filed necessary papers with MCA for 3 years thereby disqualifying me as a director. I therefore have to tender my resignation from the office of the Director Rithwik Facility Management Services Limited with immediate effect and request that a notice of my resignation letter be given to the Registrar of Companies and the Board of Directors be informed at their next Board Meeting.

I thank the Board of Director for having given me the opportunity and assistance to discharge my duties during my tenure as Director of Rithwik Facility Management Services Limited.

I request you to please provide me an acknowledgement for receipt of the resignation and a copy of the e-Form DIR-12 filed with the Registrar of Companies to that effect for my reference and record.

Thanking You.

Yours faithfully,

