

Maria Melanie Karganilla
Document Controller
August 16, 2025

To: Mr. Gigi Kurian
HR Manager
Vision Catalyst Construction LLC

Subject: Formal Record of Employment Status, Termination, and Request for Settlement

Dear Mr. Gigi Kurian

First of all, I would like to thank the company for giving me the opportunity to serve and contribute since I joined. I am sincerely grateful for the trust and support extended to me during my time with Vision Catalyst Construction LLC.

The purpose of this letter is solely to keep a record of my employment status, the termination process, and my pending requests regarding final settlement.

I commenced employment with the company on July 22, 2024 as an Admin Assistant. After one year, I was reassigned to the role of Document Controller, which I accepted as an opportunity for professional growth. Before transferring to the Document Controller role, I was informed that we have a new Admin Assistant, I handover all the documents that I had Including Mobile phone with sim to the new Admin Assistant and start my new journey as a New Document Controller from July 25, 2025, At that time, I was informed by Mr. Vivek that if I encountered difficulties within two months, I could notify the company within the notice period.

On August 11, 2025 (Monday), I was unwell and unable to report for duty. During this period, I learned that a new Document Controller had already been appointed to replace me, although no official communication was made to me.

On August 13, 2025 (Wednesday), I resumed duty and continued to perform my responsibilities, while the newly appointed Document Controller was assigned to JVC office.

On August 14, 2025 (Thursday), a meeting was held with Mr. Vivek and Mr. Akram. During the meeting, Mr. Vivek explained that I was being replaced because the consultant did not want a Document Controller who was not an engineer. However, I did not receive any notice from HR stating that this was the consultant's requirement and that I needed to be replaced before they

hired my replacement. Mr. Vivek also offered that I could remain with the company while looking for another job, but I declined because I did not want to be unfair to the company, and I chose to leave out of self-respect for how the situation was handled. It was further agreed that my last working day would be Saturday, August 16, 2025, and that my remaining loan would be deducted from my final salary and other benefits to which I am entitled. I was also informed by Mr. Akram that my termination letter would be provided on the same day. However, no such letter was given.

On August 15, 2025 (Friday), I proceeded to the JVC office to complete the handover of all documents and responsibilities to the new Document Controller. Despite completing this process, I still did not receive any written confirmation of my termination.

On August 16, 2025 (Saturday), I reported to work based on the verbal agreement that it would be my final day and continued the handover, As per company policy they took my passport that's why I informed Ms. Saranya i want to collect my passport, she called Mr. Gigi and was told to wait for Mr. Vivek's approval, Once again, no termination letter was issued. Instead, I was instructed to return on August 20,2025 (Wednesday) to finalize all pending matters by Mr. Akram.

For the purpose of proper documentation and closure, I respectfully request the following:

1. The issuance of my official termination letter.
2. The return of my passport and any personal documents held by the company.
3. Labour Card Cancellation in MOHRE
4. The release of my final settlement, including all pending salary, benefits, and entitlements are calculated and cleared in accordance with UAE Labour Law.

This letter is being submitted strictly for documentation and official record purposes and should not be construed as a complaint.

Respectfully,



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