

Date: **May 18, 2025**

Associate Name : **Rehana Khatoon**
Associate ID. : **1059782**
Band : **U1**
Designation : **Associate-Customer Support**
Location : **TechM-Kolkata-DLF Phase 2**

Subject - Acceptance of Resignation

Dear **Rehana Khatoon,**

We refer to the submission of your resignation from the services of the Company on **April 30, 2025**. This is to inform you that your resignation has been accepted subject to you, (i) compliance with the associate separation process prescribed by the Company (ii) return to the Company properties i.e. handbooks, manuals, notebooks, supplies, credit cards, key, disks, tapes, desktops, laptops, records, statistics, data and (iii) make the payment of all outstanding travel and other advances/dues to the Company on or before your last working day. Subject to the aforesaid conditions, you will be relieved from the services of the Company at the close of working hours on **May 23, 2025**.

We wish you the very best in all your future endeavors.

For Tech Mahindra Limited,



Sreenu Siripuram,
Function Head.

Note: Relieving Letter and Service Letter will be triggered to your personal Email ID once your Full and Final Settlement is completed and there are no outstanding dues. FFS will be processed within 60 working days from the Last working date.

In case of any query post exit, kindly raise a request in the Communicate section on the **ReMember Portal (<https://remember.techmahindra.com/loginpages/loginnew.aspx>)** after Login (register using your GID 5 or 6 digit Associate ID while at Tech Mahindra / Mahindra Satyam)

Exit Ease-BPS Helpline No: 18003095360
Working Hours: 12:00 PM to 5:00 PM, Monday to Friday.

For verification of your employment related kindly reach via <https://exempverify.techmahindra.com/UserList.aspx>

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