



17-Oct-2024

Miss Sritama Mandal
OHR ID -703401024
Process Associate
, Sonarpur, Gorakhara, Malirbagan, Near Gorakhara School, Sonarpur Junction, West Bengal, 700150

Dear Sritama

This bears reference to your appointment with Genpact India (hereinafter the "Company") on 25-JUL-2024 and your resignation from the services of the Company dated 25-SEP-2024.

As per the terms of your appointment letter, you were to serve a notice period of 30 before being relieved from your services with the Company, on the basis of which your relieving date would be 24-OCT-24.

However, as per our records, your last date of working with the Company was as of close of business hours on 08-OCT-24 . Accordingly, please note that you have only served 14 days of your notice period.

Accordingly, while your last working day with the Company was 08-OCT-24,due to shortfall in notice period on your account you stand relieved from the Company on 08-OCT-2024.

Your settlement amount (if payable) as computed by the Genpact Payroll Team would be credited to your salary account as per the payroll records.

We wish you all the best in your future endeavors.

Note: It is recommended to keep your current salaried bank account active for a minimum of 1 year from your date of relieving to ensure fast and hassle-free transactions by the company.

Yours Sincerely,
For Genpact India

Anamita Basu
Human Resources
For any query pls.contact
hr.helpdeskexit@gempact.com

Genpact India Private Limited

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CIN: U73100DL2005PTC307363

Regd. Off.: Genpact India Private Limited
12A (Ground Floor) Prakash Deep Building 7
Tolstoy Marg New Delhi-110001

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Name **MISSritama,Mandal (703401024)** FRESH
Designation **Process Associate**
Company **Genpact India Pvt. Ltd.**
Code **721053** OHR ID : **703401024**
Band **5**
Joining Date **25-JUL-24**
Resignation Date **25-SEP-24**
Relieving Date **08-OCT-24**
Month of Processing **OCT-24** Bank Details : **HDFC-50100741421500**

Leave Balance Paid **3**

Notice Period Recovery **16**

Last Salary Processed **30-Sep-24**

Last working day **08-OCT-24**

S.NO	PAYABLE	Monthly (Rs)	Prorata (Rs)
1	BASIC	15,625	19,657
2	LEAVE ENCASHMENT	0	1,563

Total : **21,220**

S.NO.	RECOVERABLE		
1	PF	1,875	2,359
2	ESI		149
3	PROF. TAX		130
4	NOTICE PERIOD RECOVERY		8,333

Total : **10,971**

Note:- Salary For the M/o SEP-2024 has been stopped in Bank for the Finalisation

NET AMOUNT PAYABLE (+) / RECOVERABLE (-) **10,249**

Suspension DETAILS	No of Days
Lwop DETAILS	No of Days

PROCESSING DATE :- 12-OCT-24

You may Contact Exit Helpdesk as per detail given below : Email-hr.helpdeskexit@gempact.com.

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