



Ref.: RSA/KOL/101915373/2023

Date: 03-Jul-2023

Kuntal Das (101915373)

Subject: Acceptance of Resignation

Dear Kuntal,

With reference to your resignation we hereby acknowledge the receipt and accept the same.

Your Last Day in the Organization - 02-Jul-2023.

Please note that as per the terms and conditions of your employment, in case notice period is not served/partially served by you, salary in lieu thereof will be recovered from your full and final settlement.

Please ensure that all asset clearances have been obtained by you and all pending dues/loans/AMEX credit card amount (If applicable) have been settled. In case of any pending assets/payments the same will be recovered in your Full and Final Settlement.

Also, you are required to handover the applicable asset(s) (Desktop, Laptop, Plantronics Headset, Adaptor, Permanent and Temporary ID Access Badge etc.) to the respective stakeholders for ECF clearances on or before your Last Day of Employment. However, required to submit the IT asset(s) to the concerned IT Department. Any pendency in this aspect shall make our acceptance of your resignation vide this letter suo motu as null and void. This will only be treated as valid once the pendency will be cleared off, after you submit all our assets and take clearances from the concerned departments.

As a standard procedure we take this opportunity to remind you of your continuing obligation under and in the terms of all the applicable provisions of the Non- Disclosure and Code of Ethical Business Conduct duly executed by you, which we are confident you shall duly respect.

You may contact the F&F Department for any queries you may have on settlement of your dues with the company. The Details are given below :

You can call us at our Exit Helpdesk @ 1800 572 2604 (Toll Free) between 9.00 AM to 10.00 PM (Monday to Friday) or email at full.final@concentrix.com

NOTE: This is not a "Service Certificate cum Relieving Letter". It will only be provided to you post settlement of Full & Final dues based on the clearances completed by you at the time of leaving the organization.

The date mentioned on this letter is based on the current information as you may be relieved earlier or later basis the Organization requirement. Therefore, the "Service Certificate cum Relieving Letter" will mention the exact service period/dates.

Regards,

Concentrix Daksh Services India Private Limited

CNX/SEP/ART/OFFB/RAM/4.0

This is a system generated letter and does not require any signatures.

Concentrix Daksh Services India Private Limited

DLF SEZ Building # 6, Tower B, Ground Floor DLF Cyber City , DLF Phase 3, UNIT III Gurgaon - 122 002, Haryana

Registered Address: Hindustan Times House, Level 10, K G Marg, Connaught Place, New Delhi – 110001

Telephone number- 011 68137745

CIN: U72200DL1999PTC102972

info@concentrix.com * www.concentrix.com



CONCENTRIX DAKSH SERVICES INDIA PRIVATE LIMITED
FULL AND FINAL SETTLEMENT

31-Jul-2023

Employee Code	101915373	Internal Title	Advisor I, Customer Service		
Employee Name	KUNTAL DAS	Social Title	Representative, Operations		
Date of joining	02-Dec-2021	Bank A/c No / Name	50100462039845 HDFC		
PF No	WB/CAL/45000/39533	PAN	EFHPD5580J		
UAN_NO	101736574523	ESI No	4118183141		
PRAN NO		LWD	02-Jul-2023		
EL Balance (Days)	15.23	OT Hours	0.00		
Notice Period Recovery		SP Hours	0.00		
Payable/Recoverable	2.00	SSP Hours	0.00		
Attendance Arrear (Days)					
EARNINGS				DEDUCTIONS	
Description	Amount	Arrear	Total	Description	Amount
Jul - 2023				Jul - 2023	
Basic Pay	694.71	0.00	694.71	ESI Deduction- Employee	18.00
House Rent Allowance	135.03	0.00	135.03	Provident Fund Employee	83.00
Statutory Bonus	138.97	0.00	138.97		
Transport Allowance	1400.00	0.00	1400.00		
Leave Encashment	6529.10	0.00	6529.10		
Total Earnings			8897.81	Total Deductions	101.00
Net Full & Final Payment / Recovery:					8797.00
Gratuity Amount					0.00

Registered Office address

Hindustan Times House, Level 10, K G Marg, Connaught Place, New Delhi- 110001

In case of any further questions, you can call us at our Exit Helpdesk @ 1800 572 2604 from Monday to Friday 9.00 am till 10 pm. or email at full.final@concentrix.com

Personal and Confidential.

This is a system generated statement and it does not require any signatures.



Concentrix Daksh Services India Private Limited
PAYSLIP FOR THE MONTH OF MAY - 2023

28-Jun-2023

Employee Code	101915373	Date of Joining	02-Dec-2021		
Employee Name	KUNTAL DAS	Bank A/c No /Name	50100462039845 / HDFC		
Social Title	Representative, Operations	Payable Days	31.00		
Internal Title	Advisor I, Customer Service	Non Payable Days	0.00		
PF No.	WB/CAL/45000/39533	Attd. Arrear Days	1.00		
ESI No.	4118183141	Current Month OT	0.00		
UAN	101736574523	Current Month SP	0.00		
PAN	EFHPD5580J	Current Month SSP	0.00		
PRAN No.					
EARNINGS				DEDUCTIONS	
Description	For the Month	Arrear	Total	Description	Amount
Basic Pay	10,768.00	358.93	11,126.00	Provident Fund Employee	1,335.00
House Rent Allowance	2,093.00	69.77	2,162.00	ESI Deduction- Employee	133.00
Statutory Bonus	2,154.00	71.80	2,225.00	Professional Tax Dedn	130.00
Incentive	750.00	0.00	750.00		
Transport Allowance	1,400.00	0.00	1,400.00		
Total Earnings			17,665.50	Total Deductions	1,598.00
Net Pay :					16,068.00
NPS Contribution					0.00

Registered Office address

Hindustan Times House, Level 10, K G Marg, Connaught Place, New Delhi- 110001

For any query on Salary, please raise a ticket into Concentrix ONE under New Query/Service Request >> People Solutions >> Payroll >> Payroll >> Salary Computation.

Personal and Confidential.

This is a system generated statement and it does not require any signatures.



Concentrix Daksh Services India Private Limited
PAYSLIP FOR THE MONTH OF APRIL - 2023

28-Jun-2023

Employee Code	101915373	Date of Joining	02-Dec-2021
Employee Name	KUNTAL DAS	Bank A/c No /Name	50100462039845 / HDFC
Social Title	Representative, Operations	Payable Days	29.00
Internal Title	Advisor I, Customer Service	Non Payable Days	1.00
PF No.	WB/CAL/45000/39533	Attd. Arrear Days	0.00
ESI No.	4118183141	Current Month OT	0.00
UAN	101736574523	Current Month SP	0.00
PAN	EFHPD5580J	Current Month SSP	0.00
PRAN No.			
EARNINGS			
Description	For the Month	Arrear	Total
Basic Pay	10,409.07	0.00	10,409.00
House Rent Allowance	2,023.23	0.00	2,023.00
Statutory Bonus	2,082.20	0.00	2,082.00
Client Incentive	5,350.00	0.00	5,350.00
Incentive	1,000.00	0.00	1,000.00
Incentive Arr	250.00	0.00	250.00
Transport Allowance	1,400.00	0.00	1,400.00
Total Earnings			22,514.50
DEDUCTIONS			
Description			Amount
Provident Fund Employee			1,249.00
ESI Deduction- Employee			169.00
Professional Tax Dedn			130.00
Total Deductions			1,548.00
Net Pay :			20,967.00
NPS Contribution			0.00

Registered Office address

Hindustan Times House, Level 10, K G Marg, Connaught Place, New Delhi- 110001

For any query on Salary, please raise a ticket into Concentrix ONE under New Query/Service Request >> People Solutions >> Payroll >> Payroll >> Salary Computation.

Personal and Confidential.

This is a system generated statement and it does not require any signatures.



Ref.: SC/101915373/KOL/2023

Date: 01-Aug-2023

Relieving Cum Experience Certificate

To Whomsoever It May Concern

This is to certify that Kuntal Das (101915373) worked with Concentrix Daksh Services India Private Limited, from 02-Dec-2021 To 02-Jul-2023 and last held the post of Representative, Operations. His Internal Job Title was Advisor I, Customer Service.

During his tenure his conduct was found satisfactory and there are no outstanding dues against him.

He left on his own accord and we wish him all the best in his future endeavors.

Sincerely,

Concentrix Daksh Services India Private Limited

This is a system generated letter and does not require any signatures.

CNX/SEP/ART/FNFS/EL1F/2.0

Concentrix Daksh Services India Private Limited

DLF SEZ Building # 6, Tower B, Ground Floor DLF Cyber City, DLF Phase 3, UNIT III Gurgaon - 122 002, Haryana

Registered Address: Hindustan Times House, Level 10, K G Marg, Connaught Place, New Delhi – 110001

Telephone number- 011 68137745

CIN: U72200DL1999PTC102972

info@concentrix.com • www.concentrix.com