



30-Dec-2025

Miss Tanya Dutta
OHR ID -703411041
Process Associate

Ujjwala Efficiency And Comfort Complex 2d, Beside City Centre 2, Aa li, Action Area lid, Newtown, New Town, West Bengal 700161,
Ujjwala Efficiency And Comfort Complex 2d, Kolkata, West Bengal, 700161

Dear Tanya,

This bears reference to your resignation dated 20-NOV-2025. We accept your decision with regret.

As per Genpact Policy and basis the agreed relieving date, you stand relieved from the services of the organization on the close of business hours on 19-DEC-2025.

During your tenure from 25-OCT-2024 to 19-DEC-2025 , your contribution to the company has been appreciated.

The 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 for 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 and on behalf of Genpact India

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

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