



Ref.: RSA/GGN/102531030/2025

Date: 01-Apr-2025

Preeti Mishra (102531030)

Subject: Acceptance of Resignation

Dear Preeti,

With reference to your resignation we hereby acknowledge the receipt and accept the same.  
Your Last Day in the Organization - 30-Mar-2025.

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 us 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 India Private Limited**

CNX/SEP/ART/OFFB/RAM/4.0

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

**Concentrix India Private Limited**

DLF IT SEZ, Ground Floor & 1st Floor, Tower B, Unit III, Building No.6, DLF Cyber City, Sector 24 & 25A, Phase-3, Gurgaon, Haryana 122002  
91 124 6755903

**Registered Address:** D-124, East of Kailash, New Delhi -110065 India

CIN- U74999DL2014PTC268449

info@concentrix.com | www.concentrix.com