



American Express (India) Private Limited
Commercial Block – 3, (Zone -6)
DLF City, Phase –V
Gurgaon – 122 002 (Haryana)
Tel: 91 (0124) 467 6002
Fax: 91 (0124) 467 7655

October 12, 2023

Shivam Singhania

People Soft ID: 7126748

Further to your resignation we would like to inform you that your resignation has been accepted and that you are relieved from your duties with effect from close of working hours of September 28, 2023

This is to put on record that you were a full time employee with American Express (India) Private Limited. Below are your employment details:

Date of Joining : June 24, 2022
Designation : Team Assistant
Last Date Worked : September 28, 2023

We wish you all the best for your future endeavors.

This is a computer generated statement, hence no signature are required.

Important Contacts

Payroll: payroll.india@aexp.com

F&F calculations: 1800-266-4099 (ADP Toll Free)

Retirals: retiralplansindia@aexp.com

Relieving letter or any other queries: 000-800-440-2473