

Date: **26-Sep-2025**

Name: **Ritika Kumari Gupta**
Employee ID: **2552689**
Sub: **Resignation Acceptance Letter**

Dear Ritika Kumari Gupta,

This is in reference to your resignation dated **28-Aug-2025** which has been accepted by GlobalLogic Technologies private Limited(**Organization**) with regret.

You will be relieved from the services of the Organization after the closing of the business hours on **LWD (26-Sep-2025)**. Your last held designation was **Analyst - Content Engineering**.

Your full & final settlement would be completed within 45 days from the last clearance date as per Exit policy/process.

Experience letter would be issued post completion of your clearance of the outstanding dues, if any.

For GlobalLogic Technologies private Limited



Anjali Joshi

Associate Vice President - People Development



Mailing (Unit1) | 12th Floor, Tower
B&C (2&3) AND 12 & 14 Floor
Tower D & E AND 15th Floor,
Tower-E
Grand Canyon Building (Building
B-3), IT/ITES SEZ
ASF Insignia SEZ Pvt Ltd
Gwal Pahari
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GlobalLogic Technologies
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