



Ref.: RSA/GGN/103151707/2025

Date: 14-Apr-2025

Vishesh Srivastava (103151707)

Subject: Acceptance of Resignation

Dear Vishesh,

With reference to your resignation we hereby acknowledge the receipt and accept the same.
Your Last Day in the Organization - 11-Apr-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 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,

For Convergys India Services Private Limited

CNX/SEP/ART/OFFB/RAM/4.0

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Convergys India Services 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, India
91 124 6755903

Registered Address: Two Horizon Centre, Level 6, Wing B, Golf Course Road, DLF-5, Sector 43, Gurgaon Haryana - 122002

CIN: U74899HR2001PTC111537

info@concentrix.com | www.concentrix.com



Ref.: SC/103151707/GGN/2025

Date: 02-May-2025

To Whomsoever It May Concern

This is to certify that Vishesh Srivastava (103151707) worked with Convergys India Services Private Limited, from 27-Jan-2025 To 11-Apr-2025 and last held the post of Representative, Operations. His Internal Job Title was Advisor I, Technical Support.

There are no outstanding dues against him.

Sincerely,

Convergys India Services Private Limited

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CNX/SEP/ART/FNFS/ELF/2.0

Convergys India Services 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, India
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Employee Code		103151707		Date of Joining		27-Jan-2025	
Employee Name		Vishesh Srivastava		Bank A/c No /Name		54510624335 / STANDARD	
Social Title		Representative, Operations		Payable Days		28.00	
Internal Title		Advisor I, Technical Support		Non Payable Days		0.00	
PF No.		GN/GGN/25204/558048		Attd. Arrear Days		-2.00	
ESI No.				Current Month OT		0.00	
UAN		102167228780		Current Month SP		0.00	
PAN		IAGPS4109L		Current Month SSP		0.00	
PRAN No.							
EARNINGS						DEDUCTIONS	
Description	For the Month	Arrear	Total	Description	Amount		
Basic Pay	12,860.00	(829.67)	12,030.00	Provident Fund Employee	1,444.00		
House Rent Allowance	6,430.00	(414.84)	6,015.00	LWF Employee	31.00		
Statutory Bonus	2,548.00	(164.39)	2,383.00				
Transport Allowance	241.94	0.00	241.00				
Total Earnings			20,671.04	Total Deductions		1,475.00	
Net Pay :						19,196.00	
NPS Contribution						0.00	

Registered Office address
Two Horizon Centre, Level 6, Wing B, Golf Course Road, DLF-5, Sector 43, Gurgaon 122002,
Haryana, India

For any query on Salary, please raise a ticket in Solvnow >> People Solutions >> My Pay >> Request Now.

Personal and Confidential.
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Convergys India Services Pvt. Ltd.

PAYSLIP FOR THE MONTH OF MARCH - 2025

12-Apr-2025

Employee Code		103151707		Date of Joining		27-Jan-2025	
Employee Name		Vishesh Srivastava		Bank A/c No /Name		54510624335 / STANDARD	
Social Title		Representative, Operations		Payable Days		31.00	
Internal Title		Advisor I, Technical Support		Non Payable Days		0.00	
PF No.		GN/GGN/25204/558048		Attd. Arrear Days		0.00	
ESI No.				Current Month OT		4.50	
UAN		102167228780		Current Month SP		0.00	
PAN		IAGPS4109L		Current Month SSP		5.00	
PRAN No.							
EARNINGS				DEDUCTIONS			
Description	For the Month	Arrear	Total	Description	Amount		
Basic Pay	12,860.00	0.00	12,860.00	Provident Fund Employee	1,543.00		
House Rent Allowance	6,430.00	0.00	6,430.00	LWF Employee	34.00		
Statutory Bonus	2,548.00	0.00	2,548.00	LWF Arrear Employee	3.00		
Over Time	834.66	0.00	834.00				
Special Supplementary Pay	927.40	0.00	927.00				
Transport Allowance	2,500.00	0.00	2,500.00				
Total Earnings			26,100.06	Total Deductions			1,580.00
Net Pay :							24,520.00
NPS Contribution							0.00

Registered Office address

Two Horizon Centre, Level 6, Wing B, Golf Course Road, DLF-5, Sector 43, Gurgaon 122002,
Haryana, India

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