

13-Jan-2026

Miss Diksha Diksha

OHR ID -703340276

Process Developer

Shivaji Nagar ,Sector 11 Gurgaon, Shivaji Nagar ,Sector 11 Gurgaon, Shivaji Nagar ,Sector 11 Gurgaon, 122001

Dear Diksha

This bears reference to your appointment with Genpact India (hereinafter the "Company") on 10-OCT-2022 and your resignation from the services of the Company dated 28-NOV-2025.

As per the terms of your appointment letter, you were to serve a notice period of 60 before being relieved from your services with the Company, on the basis of which your relieving date would be 26-JAN-26.

However, as per our records, your last date of working with the Company was as of close of business hours on 30-DEC-25 . Accordingly, please note that you have only served 33 days of your notice period.

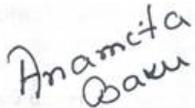
Accordingly, while your last working day with the Company was 30-DEC-25,due to shortfall in notice period on your account you stand relieved from the Company on 30-DEC-2025.

Your 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 in 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 Genpact India



Anamita Basu
Human Resources
For any query pls.contact
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