

**24 December 2025**

**Mr. Ashish Matta**  
OHR ID - 703313912  
Management Trainee  
Gurgaon Badshahpur - IN Office

**Dear Mr. Ashish Matta,**

This bears reference to your resignation dated **10-Dec-25**. We accept your decision with regret.

As per Genpact Policy and basis the agreed relieving date, you stand relieved from the services of the organization on the close of business hours on **12-Dec-25**.

During your tenure from **19-Feb-22 to 12-Dec-25** your contribution to the company has been appreciated.

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 endeavours.

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 & on behalf of GENPACT



**Anamita Gorkha**  
**Human Resources**  
*For any query pls. contact*  
[hr.helpdeskexit@genpact.com](mailto:hr.helpdeskexit@genpact.com)

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