

08-mar-2025

To,

Sahil Rana
Employee Code:131134

Dear Sahil,

Subject : Resignation Acceptance

This letter is a confirmation of the resignation you submitted on **09-jan-2025**.

We hereby accept the same and release you from your present employment considering your last working day as of **07-mar-2025**.

In accordance with your appointment terms, you are not to take up employment with any of the company's customers or direct competitors for six months after your relieving date.

Your final service letter will be sent on your personal email id within 45 working days, subject to settlement of your dues & final clearances from all the departments.

You are prohibited to directly or indirectly solicit, employ or entice away or attempt to solicit, employ or entice away from the Company any employee or consultant of the Company at any time during the period of your employment with the Company and/or for a period of twelve (12) months following the termination of your employment agreement with the Company

With warm regards

For eClerx Services Ltd.,



Sagar Shetty
Program Manager- Human Resources

Apr 10, 2025

Sahil Rana
Employee Code: 131134

Service Certificate

Dear Sahil,

This letter is a confirmation of the resignation you submitted on **Jan 09, 2025**.

We hereby accept the resignation and relieve you from your duties as on closing hours of **Mar 07, 2025**.

We also certify the following details -

Designation as on
Last Working Date : **Senior Analyst**

Date of Joining : **29-Aug-2023**

Resignation Date : **Jan 09, 2025**

Last Working Date : **Mar 07, 2025**

In accordance with your appointment letter, you are not to take up employment with any of the company's customers or direct competitors for six months after your last working date.

You are prohibited to directly or indirectly solicit, employ or entice away or attempt to solicit, employ or entice away from the Company any employee or consultant of the Company at any time during the period of your employment with the Company and/or for a period of twelve (12) months following the termination of your employment agreement with the Company.

We wish you all the best for your future endeavors.

For eClerx Services Ltd.,



Sagar Shetty
Program Manager - Human Resources

Office Address
eClerx Services Limited
Building # 11, 4th, 5th & 6th Floor,
K Raheja Mindspace, Plot # 3,
TTC Industrial Area, Thane Belapur Road, Airoli,
Navi Mumbai – 400 708, Maharashtra, India.
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www.eClerx.com

Registered Office
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Sonawala Building, 1st Floor, 29 Bank Street, Fort,
Mumbai - 400 023, Maharashtra, India.
Ph: +91 (022) 6614 8301 | Fax: +91 (022) 6614 8655
E-mail ID: contact@eClerx.com | www.eClerx.com
[CIN: L72200MH2000PLC125319]

Confidential

For any queries relating your exit or any other HR queries, please write to HRSC@eclerx.com. You may also access the Alumni portal to view offer letter, appointment letter & payroll documents. Credentials will be sent to your registered personal email ID after your last working day.



eClerx Services Limited
PAYS Lip FOR FEBRUARY 2025

| | | | |
|-------------|--------------------|-----------|-------------------------|
| EMP NO | :131134 | BANK NAME | :HDFCBANKLTD |
| NAME | :Sahil Rana | A/C NO | :50100484764396 |
| COMPANY | :ECLERX | GENDER | :M |
| VERTICAL | :FINANCIAL MARKETS | EMP PAN | :BWYPR7675B |
| PROGRAM | :LEO | ESI NO | : |
| DESIGNATION | :SENIOR ANALYST | PF_NO | :THTHA02022930000040016 |
| EMP DOJ | :29/08/2023 | UAN | :101764273114 |
| LOCATION | :Chandigarh | LVNG DATE | :09/03/2025 |

| EARNINGS | RATE | CURRENT MONTH | ARREAR(+/-) | YTD | DEDUCTIONS | CURRENT MONTH | YTD |
|---------------------------|----------|---------------|-------------|-----------|------------------|---------------|----------|
| Basic | 23709.00 | 23709.00 | 0.00 | 260799.00 | STATUTORY P F | 1800.00 | 19800.00 |
| House Rent Allowance | 11855.00 | 11855.00 | 0.00 | 130405.00 | Lwf | 5.00 | 55.00 |
| Other Allowance | 5184.00 | 5184.00 | -72.00 | 57738.00 | HOLD SALARY C/F | 43813.00 | 43813.00 |
| Leave Travel Allowance (T | 1976.00 | 1976.00 | 0.00 | 21736.00 | | | |
| Bonus | 2894.00 | 2894.00 | 72.00 | 31120.00 | | | |
| GROSS EARNINGS | | 45618.00 | 0.00 | 501798.00 | TOTAL DEDUCTIONS | 45618.00 | 63668.00 |
| NET PAY | 0.00 | | | | | | |
| (RUPEES NIL ONLY) | | | | | | | |

| CALENDAR DAYS | LOSS OF PAY | LOP REVERSAL | ARREAR DAYS | DAYS PAYABLE |
|---------------|-------------|--------------|-------------|--------------|
| 28.00 | 0.00 | 0.00 | 0.00 | 28.00 |

*This is a computer generated payslip and does not require signature.



eClerx Services Limited
PAYSリップ FOR JANUARY 2025

| | | | |
|-------------|--------------------|-----------|-------------------------|
| EMP NO | :131134 | BANK NAME | :HDFCBANKLTD |
| NAME | :Sahil Rana | A/C NO | :50100484764396 |
| COMPANY | :ECLERX | GENDER | :M |
| VERTICAL | :FINANCIAL MARKETS | EMP PAN | :BWYPR7675B |
| PROGRAM | :LEO | ESI NO | : |
| DESIGNATION | :SENIOR ANALYST | PF_NO | :THTHA02022930000040016 |
| EMP DOJ | :29/08/2023 | UAN | :101764273114 |
| LOCATION | :Chandigarh | LVNG DATE | :09/03/2025 |

| EARNINGS | RATE | CURRENT MONTH | ARREAR(+/-) | YTD | DEDUCTIONS | CURRENT MONTH | YTD |
|---------------------------|----------|---------------|-------------|-----------|------------------|---------------|----------|
| Basic | 23709.00 | 23709.00 | 765.00 | 237090.00 | STATUTORY P F | 1858.00 | 18000.00 |
| House Rent Allowance | 11855.00 | 11855.00 | 382.00 | 118550.00 | Lwf | 5.00 | 50.00 |
| Other Allowance | 5256.00 | 5256.00 | 170.00 | 52626.00 | | | |
| Leave Travel Allowance (T | 1976.00 | 1976.00 | 64.00 | 19760.00 | | | |
| Bonus | 2822.00 | 2822.00 | 91.00 | 28154.00 | | | |
| GROSS EARNINGS | | 45618.00 | 1472.00 | 456180.00 | TOTAL DEDUCTIONS | 1863.00 | 18050.00 |
| NET PAY | 45227.00 | | | | | | |

(RUPEES FORTY FIVE THOUSAND TWO HUNDRED TWENTY SEVEN ONLY)

LOP Details
18/12/2024–18/12/2024 – Lop Reversal Days

| CALENDAR DAYS | LOSS OF PAY | LOP REVERSAL | ARREAR DAYS | DAYS PAYABLE |
|---------------|-------------|--------------|-------------|--------------|
| 31.00 | 0.00 | 1.00 | 0.00 | 32.00 |

*This is a computer generated payslip and does not require signature.



eClerx Services Limited
PAYSリップ FOR DECEMBER 2024

| | | | |
|-------------|--------------------|-----------|-------------------------|
| EMP NO | :131134 | BANK NAME | :HDFCBANKLTD |
| NAME | :Sahil Rana | A/C NO | :50100484764396 |
| COMPANY | :ECLERX | GENDER | :M |
| VERTICAL | :FINANCIAL MARKETS | EMP PAN | :BWYPR7675B |
| PROGRAM | :LEO | ESI NO | : |
| DESIGNATION | :SENIOR ANALYST | PF_NO | :THTHA02022930000040016 |
| EMP DOJ | :29/08/2023 | UAN | :101764273114 |
| LOCATION | :Chandigarh | | |

| EARNINGS | RATE | CURRENT MONTH | ARREAR(+/-) | YTD | DEDUCTIONS | CURRENT MONTH | YTD |
|---------------------------|----------|---------------|-------------|-----------|------------------|---------------|----------|
| Basic | 23709.00 | 22944.00 | 0.00 | 212616.00 | STATUTORY P F | 1742.00 | 16142.00 |
| House Rent Allowance | 11855.00 | 11473.00 | 0.00 | 106313.00 | Lwf | 5.00 | 45.00 |
| Other Allowance | 5256.00 | 5086.00 | 0.00 | 47200.00 | | | |
| Leave Travel Allowance (T | 1976.00 | 1912.00 | 0.00 | 17720.00 | | | |
| Bonus | 2822.00 | 2731.00 | 0.00 | 25241.00 | | | |
| Night Shift Allowance | | 414.00 | 0.00 | 4966.00 | | | |
| GROSS EARNINGS | | 44560.00 | 0.00 | 414056.00 | TOTAL DEDUCTIONS | 1747.00 | 16187.00 |

NET PAY 42813.00

(RUPEES FORTY TWO THOUSAND EIGHT HUNDRED THIRTEEN ONLY)

LOP Details
18/12/2024–18/12/2024 – Loss of Pay Days

| CALENDAR DAYS | LOSS OF PAY | LOP REVERSAL | ARREAR DAYS | DAYS PAYABLE |
|---------------|-------------|--------------|-------------|--------------|
| 31.00 | -1.00 | 0.00 | 0.00 | 30.00 |

*This is a computer generated payslip and does not require signature.