

**PRIVATE & CONFIDENTIAL**

4 June 2024

Ms. Shikha KUMARI

Dear Shikha

**Acceptance of Resignation**

We have received and accepted your letter of resignation dated 7 May 2024. As agreed, your last day of employment and last working day will be 6 June 2024 and your final payment will consist of:

- |                                 |  |
|---------------------------------|--|
| 1. Salary:                      | <b>From 1 June 2024 to 6 June 2024</b>   |
| 2. Un-used or Over-taken Leave: | <b>12.13 Days un-used up to 6 June 2024</b>  |
| 3. PFund:                       | <b>PF employee contribution credited to your PF account.</b>   |
| less:                           |  |
| 4. Company properties:          | <b>Laptop with its accessories and employee badge. In the event that if any of this is not returned or damaged, with the estimate replacement costs of INR 81,000 and INR 405 respectively. You will be required to make a payment separately through bank transfer to Cisive finance within 10 days from the last employment date or within the specified timeline after IT investigation. This payment will not be settled in your F&amp;F automatically. You will be notified the payment details in due course separately.</b> |

**Full and Final (F&F) Payment Schedules:**

- Item 1 to 3 will be paid in the normal payroll cycle on or around 25 June 2024;**
- Item 4 if applicable will be settled separately as stated above.**

You are required to return all company properties (if applicable) on your last working day on **6 June 2024**. Our IT team will contact you on or before **6 June 2024** to confirm the meeting time in office.

Within the termination notice period, you are entitled to take annual leave. If needed, please arrange your leave request with your manager and P&C. Your manager may also request you to take the un-used annual leave in the breaking periods, the net balance will be adjusted accordingly. You are required to submit a sickness certificate from your attending doctor for any sick leave taken, if not it will be deducted from your final payment at Company discretion.

It is important that as you prepare to leave Cisive India Pvt. Ltd., I remind you of the Termination, Confidentiality and Non-solicitation clauses you signed as part of your employment contract. We must also remind you of the Company policy that employees must be discreet about their remunerations and any terms of the employment. Employees are not allowed to reveal nor discuss their remunerations or other employees' remunerations with other members of staff.

By signing a duplicate copy of this letter, you confirm acceptance of the final payment as stated above and you will have no other claims against the company. Your final payment (plus or minus any lawful deductions such as absence without reason or invalid medical certificate) as full and final will be paid by bank transfer on the payment schedules as specified above, which is subject to the completion of handover including properties inspection. Any variances in the final payment will be communicated with you separately. A copy of payslip will be sent to you via email after the payment is made.

We wish you well in your future endeavours.

For and on behalf of  
Cisive India Private Limited



Disha Dobriyal  
People and Culture Assistant

As agreed and confirmed by:



Shikha Kumari  
Aadhar ID No.: 9066 5093 8042

Date: