



02-Dec-2025

Mrs. Akanksha Saini
OHR ID -703415003
Business Analyst
A6 1307, Tulip Lemon 13, 122101

Dear Akanksha

This bears reference to your appointment with Genpact India (hereinafter the "Company") on 04-FEB-2025 and your resignation from the services of the Company dated 11-SEP-2025.

As per the terms of your appointment letter, you were to serve a notice period of 90 before being relieved from your services with the Company, on the basis of which your relieving date would be 09-DEC-25.

However, as per our records, your last date of working with the Company was as of close of business hours on 27-NOV-25 . Accordingly, please note that you have only served 78 days of your notice period.

Accordingly, while your last working day with the Company was 27-NOV-25,due to shortfall in notice period on your account you stand relieved from the Company on 27-NOV-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
hr.helpdeskexit@gempact.com

Genpact India Private Limited

DLF City, Phase V, Sector 53,
Gurgaon - 122002, Haryana, India.
T +91 124 283 2000; F +91 124 402 2674

CIN: U73100DL2005PTC307363

Regd. Off.: Genpact India Private Limited
12A (Ground Floor) Prakash Deep Building 7
Tolstoy Marg New Delhi-110001

www.genpact.com

