

19-Aug-2025



Ms. Archana Kumari  
OHR ID -703328376  
Senior Associate

D/O Jay Prakash Yadav, Moh Vikash Colony, Po+Ps- Shastri Nagar, 800023

Dear Archana,

This bears reference to your resignation dated 18-JUN-2025. 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 16-AUG-2025.

During your tenure from 04-JUL-2022 to 16-AUG-2025, your contribution to the company has been appreciated.

The 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 for 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 and on behalf of Genpact India

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