



03-Dec-2025

Ms. Menaka Sivaji

OHR ID -703431407

Process Associate

B-165, Galaxy North Avenue-2, Gaur City-2, Sector-16c, Gautam Budha Nagar, 203207

Dear Menaka

This bears reference to your fixed term appointment with Genpact India Private Limited (hereinafter the "Company"). As per the terms of your fixed term appointment letter, your tenure has come to an end as on **30-NOV-2025**.

As per the terms of your fixed term appointment, you stand relieved from the services of the organization on the close of business hours on **30-NOV-2025**.

During your tenure from **15-MAY-2025** to **30-NOV-2025** your contribution to the company has been appreciated.

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 & on behalf of GENPACT

Anamita Basu

Human Resources

For any query pls.contact

hr.helpdeskexit@genpact.com

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