



American Express (India) Private Limited
Commercial Block – 3, (Zone -6)
DLF City, Phase –V
Gurgaon – 122 002 (Haryana)
Tel: 91 (0124) 467 6002
Fax: 91 (0124) 467 7655

February 20, 2024

Shikha Chugh

People Soft ID: 7206578

Further to your resignation we would like to inform you that your resignation has been accepted and that you are relieved from your duties with effect from close of working hours of January 21, 2024

This is to put on record that you were a full time employee with American Express (India) Private Limited. Below are your employment details:

Date of Joining : September 19, 2023
Designation : Senior Analyst
Last Date Worked : January 21, 2024

We wish you all the best for your future endeavors.

This is a computer generated statement, hence no signature are required.

Important Contacts

Payroll: payroll.india@aexp.com

F&F calculations: 1800-266-4099 (ADP Toll Free)

Retirals: retiralplansindia@aexp.com

Relieving letter or any other queries: 000-800-440-2473