



November 21, 2025

To,

**Shubham Kumar Thakur**  
**Employee ID :241293**

Dear **Shubham Kumar Thakur**,

This is to acknowledge the receipt and acceptance of your resignation dated **September 19, 2025**, received & accepted without prejudice to Company's rights or remedies.

Your relieving will be effective from **November 17, 2025**. Please ensure to attend your official duties till **November 17, 2025**.

Please be notified that this is only a resignation 'acknowledgement and acceptance' letter, therefore, your relieving and/or experience letter will be issued to you separately provided you serve the Company till **November 17, 2025** and post settlement of dues by you either through your 'full & final settlement' or otherwise.

For & on behalf of **exl Service.Com (India) Private Limited**.

**Deepshikha Verma**  
**Assistant Vice President**

Please contact HR Helpdesk at 0008000402089 between 11am to 10pm (IST) Monday till Friday or visit <https://connectwithexl.exbservice.com> to register and raise queries related to Full & Final Settlement , Relieving / Experience letter, Provident Fund/ Gratuity payments etc.