



08-Sep-2022

Sneha Roy
OHR ID -703104673
Assistant Manager
Ward.No.29, Bahadurpur, Madhuri Chowk, Samastipur, Bihar, 848101

Dear Sneha

This bears reference to your appointment with Genpact India (hereinafter the "Company") on 09-JUN-2012 and your resignation from the services of the Company dated 14-JUN-2022.

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 11-SEP-22.

However, as per our records, your last date of working with the Company was as of close of business hours on 31-JUL-22. Accordingly, please note that you have only served 48 days of your notice period.

Accordingly, while your last working day with the Company was 31-JUL-22, due to shortfall in notice period on your account you stand relieved from the Company on 31-JUL-2022.

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

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