

Date : **25.12.2024**

Dear **Mr. Neeraj Sood**,

Subject: Resignation

I hereby wish to resign from my current responsibilities with **Jio Platforms Limited** and request you to release me by **17.03.2025**.

Reason for Leaving : Family Reasons

I will have a discussion in next **two days** with my manager to **conclude my decision** to resign.

If I am continuing with my decision to resign, I will:

1. Finalize Last Working Day (LWD) with my manager.
2. Complete mandatory activities at least **one day before** the approved last working day as listed in Annexure 1.

I am aware that:

1. My salary hereafter will be on hold and will be processed along with the Full and Final Settlement.
2. I am entitled to avail a maximum of 5 leaves during my notice period and any excess leaves availed shall be recovered against shortfall in notice period.
3. I will not be eligible for Performance Linked Incentives, Merit Salary Increment, Bonuses (non-Statutory) including retention bonus and other pre-planned payments.

Sincerely,

Electronically signed by **Sahasradeep Kannan** on **03-03-2025** from **IPaddress : 10.128.2.196**

Employee Code: **55029578**

Telephone: **+918600343651**

Personal Email-ID: **SHSRDP@GMAIL.COM**

Annexure 1: Mandatory Activities

1. I will collaborate with Manager

- a) I will provide knowledge transfer to the identified team member to ensure continuity of work.
- b) I will apply and get approvals for Attendance and Leaves one day before the last working day to avoid any deduction from the full and final settlement.
- c) I will get all the reimbursements updated and approved in the system one day before the last working day to ensure all rightful dues are paid along with full and final settlement.

2. I will collaborate with IT

I will return company assets such as Laptop, IT and Non-IT equipment(s) in my possession one day before the last working day to avoid deduction of asset amount from the full and final settlement.

3. I will complete following on Employee Self Service

- a) I will submit Income Tax proofs in ESS to save Income Tax.
- b) I will update Gratuity Declaration in ESS to save Income tax on Gratuity payment (if any).
- c) I will update Leave Encashment Declaration in ESS to save income tax on Leave Encashment (if any).
- d) I will activate UAN and complete KYC on EPFO portal (<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>) for hassle-free transfer or withdrawal of provident fund.

4. I will get clearances completed

I will get all my clearances completed proactively before the last working day. This ensures the timely completion of the full and final settlement.

5. I will provide Feedback

I will fill Exit Interview in ESS to submit my feedback.