



19 August 2025

**SUJATA DAS**

**KLI - KOLKATA 1 - CHOWRINGHEE ROAD**

**Sub: Acceptance of Resignation**

Dear SUJATA DAS,

This refers to your letter dated **27 June 2025** tendering resignation from the services of the company and seeking discharge from duties on **26 July 2025**. This is to advise you that your resignation has been accepted and as requested, you have been relieved from the services of this Company at the close of working hours on **26 July 2025**. We have completed your settlement process and an amount of **47026/-** has been credited to your salary account towards your full and final settlement.

We are now happy to forward to you the following:

- (a) A Statement of accounts in respect of the full and final settlement dues; and
- (b) A formal certificate of employment confirming your association with this Company.

We request you to acknowledge the receipt of this letter along with the attachments, by affixing your signature on the photocopy of this letter (attached) and returning the same to the undersigned.

We also take the opportunity to wish you all the best in all your future endeavors. We will be happy to hear about your progress and to be informed of any changes to your contact details.

Best Regards,

**Harpreet Singh Anand**  
Authorized Signatory

**Kotak Mahindra Life Insurance Company Limited**

CIN: U66030MH2000PLC128503 | IRDAI Reg No.: 107

**Registered Office:**  
8<sup>th</sup> Floor,

Plot # C - 12,  
G- Block, BKC, Bandra (E),  
Mumbai - 400 051.

**Corporate Office:**

9<sup>th</sup> Floor,  
Intellion Square,  
Infinity IT Park, Gen. AK Vaidya Marg,  
Malad (E), Mumbai - 400 097.

T +91 22 6994 8000  
F +91 22 6725 6166  
[www.kotaklife.com](http://www.kotaklife.com)

**Hum hain... hamesha**



19 August 2025

**CERTIFICATE OF EMPLOYMENT**

This is to certify that SUJATA DAS employed on the rolls of this organization as per details provided hereunder:

1. Name : SUJATA DAS
2. Employee Code : 177630
3. Date of Commencement of Employment : 30 April 2025
4. Designation while Leaving : MANAGER
5. Last salary drawn (Annual CTC basis) : 402540/-
6. Date of Submission of Resignation : 27 June 2025
7. Last Working Date : 26 July 2025

For **Kotak Mahindra Life Insurance Company Limited**

—H.S.A—

**Harpreet Singh Anand**  
Authorized Signatory

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