

Ashok L
Reckitt Benckiser India Private Limited (02241)

11 August 2025

SUB: Acceptance of your Resignation

Dear Ashok,

Further to recent discussions, we hereby confirm that your employment end date is 05 September 2025 and this is the last day you will be paid from India payroll.

Final payments

Your relieving letter, full & final salary/ settlement will be credited to your bank account within 45 days of completing your "No Dues" formalities.

Payslips after leaving

Please note your access to Excelity's payroll portal will be de-activated on your last working day.

Kindly ensure to download necessary payslips from Excelity's payroll portal before your last working day. It is your responsibility to ensure you have copies of all your payslips.

We request you to update your personal email address in myRB before you leave. Your full & final statement, Form 16 will be emailed to your registered personal email address from info@ceridian.com.

Payroll queries

Payroll Helpdesk is the first instance for any payroll related queries you may have. You can email your payroll query to payrollhelpdesk@reckitt.com

Please ensure to mention your "Employee ID" in the subject of the email (refer your most recent payslip for your "Employee ID").

APP/Bonus payments

As per the APP guide, you must be employed on the date of APP payment to be eligible for any pay-out.

Local bonus will be paid out as per eligibility criteria via payroll in the month of March.

Any SIP bonus accrued and not yet paid will be payable to you as soon as information is available for payroll to process

Expenses

Any outstanding expenses should be submitted on Concur before your last day; it is important you do this as your Concur account will be de-activated upon your exit.

Medical Cover

Your health insurance with [HDFC ERGO & ICICI prudential](#) will be terminated on your leave date.

ShareSave/GSPP

If you are a member of a current share save scheme/GSPP, you have the choice to withdraw your savings with whatever interest is due or continue to save. You will not, however, be able to buy shares unless your scheme has matured by your leave date as stated above. You should contact Computershare on +44 (0) 370 703 0129 for further information.

It is your obligation to advise the scheme administrators (currently Computershare) of any change in your personal details, including change of address. This may be done by letter, e-mail, phone or facsimile. The current address is Computershare, PO Box 39, The Pavilions, Bridgwater Road, Bristol, BS99 7NH, UK. (e-mail: Reckittbenckiser@Computershare.co.uk)

Return of IS Equipment and Company Property

Please return all equipment at IN, Mysore's office (laptop & charger, security card, company credit card, mobile phone including accessories, any company confidential files etc.) by your last day.

Any company mobile phones should be cleared of any personal information prior to returning. Easiest way to do this is by resetting the phone to clear of settings and ensuring you no longer have phone tied to any personal accounts (i.e., for apple– iCloud/iTunes accounts).

Reference requests

You can directly email at askthepeoplehub@reckitt.com to request for a copy of reference check letter. Every request by 3rd party agency will need to be accompanied by employee's/former employee's consent form/letter. No personal details will be shared without your permission in line with GDPR.

Confidentiality

We would draw your attention to your obligations under your Contract of Employment with Reckitt Benckiser: In the course of your employment, you have acquired extensive confidential information which is the property of the Reckitt Benckiser Group. This is not limited to, but includes, prices, recipes, business development plans and many other confidential matters. All this information is the property of Reckitt Benckiser and must not be removed from its premise or disclosed to any third party.

Inventions

By statute and at common law inventions, discoveries, improvements, designs, and other material that may become subject to intellectual property rights, which are made during employment and when under an obligation to further the employer's interests, are the property of an employer. Your attention is drawn to this and to the rights of the Company and to your duty to show good faith even after termination of employment.

On leaving the Company, you also agree to:

- a) disclose to the Company any invention or discovery, design or trademark made by you or learned by you in the course of or as a result of your employment.
- b) at the request of the Company both during employment and after termination of your employment assist the Company and join in applications for registration of any intellectual property rights in any work created by you while you are employed by the Company.

And finally, as part of our leavers process, you will receive an *Exit Survey* to complete before your leave date. As we value your feedback, we would like to ask you to take 5-10 minutes to complete the survey. If



you prefer to give face-to-face feedback, please contact your Line Manager or your local HR team to arrange this.

If you have any queries on the above, please contact your HRBP.

Finally, on behalf of all your friends and colleagues at Reckitt, may we take this opportunity to encourage you to stay connected with us by joining our [Alumni Community](#) on LinkedIn, where you can connect with former colleagues around the world, attend events, and rediscover life at Reckitt.

Yours sincerely,

HR Department