



May 16, 2022

To,

**Rohan Kumar**

**Employee ID: 150990**

Dear Rohan Kumar,

This is to acknowledge the receipt and acceptance of your resignation dated **February 15, 2022**, received & accepted without prejudice to Company's rights or remedies.

Your relieving will be effective from **May 16, 2022**. Please ensure to attend your official duties till **May 16, 2022**.

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 **May 16, 2022** 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**

**Rakesh Kumar**

**Vice President-Human Resources**

Please contact HR Helpdesk at **000-800-040-2089** between **1100 – 2200 IST HRS** Monday till Friday or visit <https://digitalhr.exlservice.com/DigitalHR/Home> to chat with "SIA" your virtual HR assistant on the Digital HR through Planet EXL.

Hope you had a great experience working with EXL, one of the fastest growing organization in the world! In order to  
exl Service.Com (India) Private Limited  
4th Floor, Tower-C, Building No. 14, IT/ITES SEZ of DLF Cyber City Developers Ltd., Sec-24 & 25A, DLF Cyber City, DLF Phase III, Gurgaon-122002,  
Haryana, India  
CIN: U74999DL2001PTC113186

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provide you quick and hassle-free information after leaving EXL, we have created a 'one-stop' platform to download the important documents, such as last two financial years' Form-16, last increment letter and bonus letter, last three months' salary slips, Full and Final statement, and relieving-cum-experience letter, etc.

All you have to do is to register yourself on **Connect with EXL** by visiting the website <https://connectwithexl.exlservice.com>. You can raise the request for any other assistance through the alumni portal.

#### **Please follow the below mentioned guidelines while accessing to alumni portal**

- Visit website <https://connectwithexl.exlservice.com> or visit [www.exlservice.com](http://www.exlservice.com) à Contact Us à EXL alumni to visit the alumni portal
- If you are visiting the portal for the first time, then click on <Register> tab to register yourself
- Please input the requested details; <Employee ID>, <Date of Joining (DD-MM-YYYY)>, <Personal email-id> & <Date of birth (DD-MMM-YYYY)> to get the User ID created. Please ensure that your details should match with EXL records.
- After Registration, an auto-generated email from Admin@exlservice.com would be sent to personal email-id provided during registration (NOTE- the email-id should not have been used earlier for registration) for verification.
- The email will have your Username, Please click on the link received in email and you will be requested to create password (\* Password must contain: Minimum 8 characters including at least 1 Lowercase 1 Uppercase 1 Number and 1 special character for ex : Sur@123)
- You are requested to log in using this Username & Password

#### **Key Points while accessing alumni portal**

- Portal is accessible only from desktop/laptop and not compatible with smartphones
- Tickets for documents available on employee's dashboard, i.e. form 16, salary slips, resignation acceptance letter are auto closed. If you are unable to view/download the documents, please delete the cookies/temporary files from internet browser and try downloading the documents.
- Tickets raised through query page by alumni, will be closed by Digital HR operations team and for responses/documents requested, please open the respective ticket to view the response/download the documents.
- Please ensure to enter correct personal email ID at the time of registration as password link will be sent to the mentioned email ID.
- If you are unable to view the auto generated email for password link from Admin@exlservice.com, please check junk/spam folder in your mailbox.
- If any assistance is required while downloading the documents or while registering on Connect with EXL, please reach out to Digital HR operations team at HR helpdesk numbers **(0008000402089)**
- You will be able to access the portal post your separation from EXL.