



July 02, 2022

To,

C Roopa
Employee ID :161116

Dear **C Roopa**,

This is to acknowledge the receipt and acceptance of your resignation dated **May 12, 2022**, received & accepted without prejudice to Company's rights or remedies.

Your relieving will be effective from **May 12, 2022**. Please ensure to attend your official duties till **May 12, 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 12, 2022** and post settlement of dues by you either through your 'full & final settlement' or otherwise.

For & on behalf of **Outsourcepartners International Private Limited**.

Urmi Pathak
Senior Manager - Human Resources

Please contact HR Helpdesk at 0120-6624733 Extn – 3735 between 12pm to 8pm (IST) Monday till Friday or visit www.exlservice.com and click on "Connect with EXL" to raise queries related to Full & Final Settlement , Relieving / Experience letter, Provident Fund/ Gratuity payments etc.