

**PERSONAL & CONFIDENTIAL**

**HR/Sabbatical/October 2023**

November 01, 2023

**Name : Pasumarthi Susmitha**

**Emp No : 2471569**

Dear Pasumarthi,

Subject: Talent Pool Sabbatical for 6 months w.e.f October 08, 2023 to April 04, 2024.

Based on the Talent Pool Policy, you will be part of Talent Pool Sabbatical for a period of 6(Six) months with effect from October 08, 2023 to April 04, 2024. Please note that during this period of sabbatical, you will not be entitled to any salary or employee benefits, other than the medical insurance coverage (as per the plan you have opted for) till the end of the enrollment period.

Further, you hereby agree and undertake that in the event during such Sabbatical if you obtain / take up / engage in any other employment in any form or manner, you will immediately inform the Company and your employment with the Company will forthwith terminate.

You will continue to be bound by all the agreements that you have executed with the Company, including among others, the agreements especially in respect of confidentiality, non disclosure etc, during the period of Sabbatical and thereafter. You also hereby undertake and assure the Company that during the Sabbatical you will not engage in any activity which will endanger or prejudicially affect the name, reputation and or interests of Mphasis or its parent, subsidiaries and affiliates. You further undertake to indemnify the Company in case of any violations / breach of the aforesaid undertakings by you, and consequential damage / injury / loss to the Company.

In the eventuality that you are not selected for a project allocation, your employment with the Company will be forthwith terminated on the expiry of the period of sabbatical.

In the event that you submit your resignation during the period of sabbatical, your resignation will be forthwith accepted by the company and you will be relieved with immediate effect.

Further, please note that at the end of sabbatical period or on prior separation as the case maybe, all pending dues to the company will need to be cleared as per the laid out, 'No Dues' process.

In the event that you are allocated to an active project during this period of sabbatical, you will be reinstated with last drawn full salary with effect from the date of commencement of work in the said project.

Please note that the address updated by you in HCM (company records) shall be the address to which all further communications / correspondences maybe issued to you by the Company.

If you have any questions concerning this action or need further information about your status in regard to this action, please contact your designated Talent Partner.

**for Mphasis Ltd**

**Ravi Vasantraj**

## Global Delivery Head