



Date: 29-Nov-23

Employee Name: Sri Naga Chandra Sekhar Allam

Employee ID: 523412

Employee Title: Sr Associate - Functional

Department: Bench - New Business - DHES

Sub: Notice of Decision – Bench Period.

Dear Chandra Sekhar,

This letter is in furtherance of discussions we had with you on 29-Nov-23. Since you are no longer working on/required to work on any active assignment or project, please be informed that the Company has decided to put you on 'bench' for the period of 60 days ("Bench Period") starting 29-Nov-23.

We will continue to work with various hiring managers to consider your candidature for suitable internal opportunities that may become available during your Bench Period. You may also access the Company website <https://jobs.sutherlandglobal.com/> to apply for available openings, matching your skillset.

Your Bench Period is the same as the notice period required under the Employment Contract (including any subsequent changes or amendments thereto) for termination of your employment.

In the event you are not selected for any available vacancy until the last day of Bench Period, then this notice shall be deemed as the notice of termination of employment and your employment will accordingly stand terminated on the date of expiry of Bench Period, that is, on 27-Jan-24, without requiring any further communication or notice to you.



However, if you get selected for an internal vacancy during the notice period, then the Last Working Day will not apply, and your employment will be deemed to continue in force and effect without break or interruption.

For the avoidance of doubt, during the Bench Period, Company can, at its discretion, assign any work or short-term projects compatible with your skillset and such assignment shall not be deemed express or implicit affirmation of continuance of employment beyond the Last Working Day. Any formal communication of continuation of employment beyond the Bench Period shall, in all circumstances, be explicitly made by the Human Resources department, either through letter or over email.

If, at any time during your Bench Period, you find an opportunity outside of Sutherland, we will honor your request and relieve you from employment without requiring completion of notice period.

In case of termination of employment, the process for Full-and-Final settlement will be initiated after Last Working Day, subject to return of all Company property in your possession and control, by the Last Working Day, unless, instructed otherwise by your supervisor. We thank you for the contributions made by you to the Company.

While this situation is unfortunate, do let us know if there is anything we can do to help make this difficult transition easier. For any further clarification pertaining to the subject-matter of this notice, you may get in touch with your reporting manager or your Business HR.

For any queries pertaining to your Full-and-Final settlement amount, you can send an email to the GHRS Team at settlements@sutherlandglobal.com after your Last Working Day.

We wish you all the very best.

For SUTHERLAND GLOBAL SERVICES PVT. LTD.

Team HR