From: US India ELE Separations
To: Gour, Paplesh Kumar
Subject: Employee Resignation Submission Acknowledgement - 578409 - Paplesh Kumar Gour - ELE-65883
Date: Thursday, May 26, 2022 7:37:25 PM
Attachments: Guidelines - What Can you take with you.pdf

[redacted]

Deloitte U.S India

Dear Paplesh Kumar Gour (578409),

This is to confirm that your resignation with USI Deloitte has been submitted on Deloitte's online resignation system. Your system generated last working date considering 60 days of notice period is 7/25/2022. (Please note that, the last working date mentioned on the **Bidding adieu email** (point 3) will be considered as your official last date with the firm post receiving the confirmation from Talent Engagement Specialist. Please await for the official note)

Your unique resignation ID is ELE-65883 Please note that submission into the system does not constitute acceptance of your resignation, and you are bound by all terms and conditions provided in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement until you are finally relieved from the services of the Company. On acceptance of resignation and subsequent relieving, you will be bound by several post-employment obligations, including Confidentiality and Non-Solicitation of personnel and clients.

Note:

- Acceptance of resignation by your Business Leader/Talent team/Reporting Manager does not automatically entitle you to a "Relieving cum Service Certificate", unless all exit clearance formalities are completed, including payment due (if any) to the company.
- **Notice Period:** As per Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement (Annexure B) of your employment offer letter, under clause "Notice Period for Termination of Services", you are required to serve a notice period of 60 calendar days from the date of submission of your online resignation. Only upon the completion of the notice period, you will be eligible to be relieved from the services of the company. Any early release with buyout or notice period waiver will have to be approved by your Business Leader.
- Please be assured that the bidding adieu communication confirming your last working day with the firm will be shared with you on your personal e-mail id and Deloitte e-mail id. Consider only the latest communication for all your post-employment commitments.
- Please find the 'Employee Dashboard' link below. Request to go through the Exit Kit and the Employee Exit Guidelines that is available in your dashboard. The exit kit takes you through the USI exit formalities that needs to be carried out on your part. Dashboard link
- Offboarding survey communication highlighting the provisions to submit your ITS assets & accessories, desk keys, client assets etc. will be shared with you on your personal e-mail id and Deloitte e-mail id, one - two weeks prior to your last working day with the firm.
- Any amount payable to the Company must be paid as NEFT transfer only and any amount payable to you will be credited through your bank account on records. The "Relieving cum Service Certificate" will be issued to you only after pending dues (if any) clearance confirmation. The USI Separations team will be informing you on the recovery dues (if any) post your last working day.

IMPORTANT NOTE:

Please be informed that per enhanced monitoring at Deloitte, there are restrictions on data transfer out of Deloitte environment. Kindly refer to the attached " Guidelines- What Can you take with you" to understand what is permitted and what may not be permitted.

Under no circumstances, will the "Relieving cum Service Certificate" be issued to you if you have not fulfilled the terms and conditions of service and completion of the exit formalities and clearances.

The Exit Kit and the Exit Guidelines is only an indicative document of all your responsibilities under the separation process and is not limited to the mentioned terms only.

Thanks & Regards,

USI Separations Team

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Note: This is an auto-generated communication. Please do not reply to this mail