

01-Jan-2024

Employee Name: Jay Rajeshkumar Patel

Employee ID: 177381

To,

Dear Jay,

In line with our continued efforts to build strong relationship with our employees and clients, we are pleased to offer you special bonus of **INR 104009**. This will be paid along with **Jan-24 salary**.

Please be informed that the amount/s as stated above will be subject to full recovery under any of the following circumstances:

Should you choose to resign or if you abandon or terminate your employment or if you are terminated or dismissed from the employment of the Company for any reason whatsoever or if you decide to move to some other account within 9 month/s on voluntary basis before completion of 9 month/s (**01-Jan-2024 - 30-Sep-2024**).

Please be notified and it is hereby clarified that in case you resign, abandon or terminate your employment before completing 9 month/s and are to serve or are serving notice period, the said notice period to be served or any notice period served by you shall not be considered for calculating the aforesaid 9 month/s, therefore, period of aforesaid 9 month/s is exclusive of any notice period to be served or served by you,

and/or

Any adverse feedback from client/business

We thank you for your endeavors towards the business objectives of the organization. We look forward to an exciting journey of growth and learning in the coming year

Sincerely,



Pamela Marilyn Harrison

Executive Vice President & Chief Human Resource Officer