



Hi Sraban Kumar Pahadasingh

**RESIGNATION ACCEPTANCE LETTER**

This communication is to inform you that your resignation has been accepted.

The last day of your employment in the organisation would be **Fri Aug 19 2022 00:00:00 GMT+0530 (India Standard Time)**. Please note that this date is subject to change based on the completion of your project and/or knowledge transfer related commitments.

**Please make a note of the below pointers that are applicable during your notice period:**

- Leaves cannot be availed during the notice period
- Knowledge transfer and all the project related commitments must be completed at least 3 working days before your last working day
- Incentives of any form will not be applicable during the notice period
- Leaves availed due to medical/personal emergencies will contribute to the extension of the notice period
- Work from home or late log in requests will not be approved [As applicable during Covid-19 situation]

Your full and final settlement will be processed after **45 days (To be settled anytime between 20th to 25th Of Sat Oct 01 2022 00:00:00 GMT+0530 (India Standard Time) )** from the date of your last salary in the organisation. We wish you success in all your future endeavours and we are looking forward to a smooth transition during your notice period.

Best regards,

**Deepika Pandita**

**Vice President - HR**

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