



February 26, 2024

To,

Pramit Bhattacharya

Employee ID: 221054

Dear Pramit Bhattacharya,

This is to acknowledge the receipt and acceptance of your resignation dated **February 08, 2024**, received & accepted without prejudice to Company's rights or remedies.

Your relieving will be effective from **February 26, 2024**. Please ensure to attend your official duties till **February 26, 2024**.

Please be notified that this is only a resignation 'acknowledgement and acceptance' letter, therefore, your relieving and/or experience letter will be issued to you separately provided you serve the Company till **February 26, 2024** and post settlement of dues by you either through your 'full & final settlement' or otherwise.

For & on behalf of **exl Service.Com (India) Private Limited**

Deepshikha Verma

Assistant Vice President-Human Resources

Please contact HR Helpdesk at **000-800-040-2089** between **1100 – 2200 IST HRS** Monday till Friday or visit <https://digitalhr.exlservice.com/DigitalHR/Home> to chat with "SIA" your virtual HR assistant on the Digital HR through Planet EXL.

Hope you had a great experience working with EXL, one of the fastest growing organization in the world! In order to

exl Service.com (India) Private Limited 1st Floor, Tower 1, NSL Techzone, Plot No. 8, Sector 144, NSEZ, Noida, UP 201306
www.exlservice.com Registered Office: 414, 4th Floor, DLF Jasola Tower B, Plot No. 10 & 11, DDA District Centre, Jasola, New Delhi - 110 044, India

EXLservice.com



provide you quick and hassle-free information after leaving EXL, we have created a 'one-stop' platform to download the important documents, such as last two financial years' Form-16, last increment letter and bonus letter, last three months' salary slips, Full and Final statement, and relieving-cum-experience letter, etc.

All you have to do is to register yourself on **Connect with EXL** by visiting the website <https://connectwithexl.exlservice.com>. You can raise the request for any other assistance through the alumni portal.

Please follow the below mentioned guidelines while accessing to alumni portal

- Visit website <https://connectwithexl.exlservice.com> or visit www.exlservice.com à Contact Us à EXL alumni to visit the alumni portal
- If you are visiting the portal for the first time, then click on <Register> tab to register yourself
- Please input the requested details; <Employee ID>, <Date of Joining (DD-MM-YYYY)>, <Personal email-id> & <Date of birth (DD-MMM-YYYY)> to get the User ID created. Please ensure that your details should match with EXL records.
- After Registration, an auto-generated email from Admin@exlservice.com would be sent to personal email-id provided during registration (NOTE- the email-id should not have been used earlier for registration) for verification.
- The email will have your Username, Please click on the link received in email and you will be requested to create password (* Password must contain: Minimum 8 characters including at least 1 Lowercase 1 Uppercase 1 Number and 1 special character for ex : Sur@123)
- You are requested to log in using this Username & Password

Key Points while accessing alumni portal

- Portal is accessible only from desktop/laptop and not compatible with smartphones
- Tickets for documents available on employee's dashboard, i.e. form 16, salary slips, resignation acceptance letter are auto closed. If you are unable to view/download the documents, please delete the cookies/temporary files from internet browser and try downloading the documents.
- Tickets raised through query page by alumni, will be closed by Digital HR operations team and for responses/documents requested, please open the respective ticket to view the response/download the documents.
- Please ensure to enter correct personal email ID at the time of registration as password link will be sent to the mentioned email ID.
- If you are unable to view the auto generated email for password link from Admin@exlservice.com, please check junk/spam folder in your mailbox.
- If any assistance is required while downloading the documents or while registering on Connect with EXL, please reach out to Digital HR operations team at HR helpdesk numbers **(0008000402089)**
- You will be able to access the portal post your separation from EXL.