

**CONFIDENTIAL**

Date: May 11, 2018

Employee Code - 426540

**Anand Shukla**

Team Leader Trainee

**Subject: Acceptance of Resignation from Service**

Reference to your resignation, your resignation from the company's service is hereby accepted with effect from close of working hours of **May 08, 2018**

Please obtain clearance and report to Human Resources Department for completing all formalities of your full & final settlement.

Sincerely

For **Convergys India Services Pvt. Ltd.**

A handwritten signature in blue ink, appearing to read "Sriram", with a stylized flourish at the end.

Sriram Raghunandhanan

Dir Human Resources

**Convergys India Services Private Limited**

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If you have any question or clarification regarding this document, please reach out to your immediate supervisor.