

Singh, Shitij

From: Singh, Shitij
Sent: Friday, January 25, 2019 4:06 PM
To: Chinnam, Udayini
Cc: Singh, Shishir; Sharma, Mithileshwar; Saxena, Harsh; Methuku, Shashank
Subject: Re: Notice Period One Month

Hi Udayini,
I want 18-Feb-2019 as my last working day.

with regards,
Shitij Singh

From: Chinnam, Udayini
Sent: Thursday, January 24, 2019 10:33:18 PM
To: Singh, Shitij
Cc: Singh, Shishir; Sharma, Mithileshwar; Saxena, Harsh; Methuku, Shashank
Subject: RE: Notice Period One Month

Hi Shitij,

Thanks for the sharing the trigger.

He stance remains as mentioned below, please suggest so that I can check if we can release you early.

Regards,
Udayini

From: Chinnam, Udayini
Sent: Wednesday, January 23, 2019 5:43 PM
To: Singh, Shitij <Shitij.Singh@genpact.com>
Cc: Singh, Shishir <Shishir.Singh@genpact.com>; Sharma, Mithileshwar <Mithileshwar.Sharma@genpact.digital>; Saxena, Harsh <harsh.saxena1@genpact.digital>; Methuku, Shashank <shashank.methuku@genpact.digital>
Subject: RE: Notice Period One Month
Importance: High

Hi Shitij,

Please note, the Notice period policy needs to be adhered here.

In case you require an early release, we will have to have enough details around it and the decision lies with Operations team and HR leadership equally. In case the early release is approved, please be appraised that the remaining NP will be recovered in your F&F.

Please suggest if you have logged your exit on ESS and share the trigger email with me.

Regards,
Udayini

From: Singh, Shitij <Shitij.Singh@genpact.com>
Sent: Wednesday, January 23, 2019 5:35 PM
To: Chinnam, Udayini <udayini.chinnam@genpact.com>; Sharma, Mithileshwar <Mithileshwar.Sharma@genpact.digital>
Cc: Singh, Shishir <Shishir.Singh@genpact.com>
Subject: Notice Period One Month

Hello Sir,

This mail is regarding my notice period .

It is a very keen request to get me relieved within a month as i was on bench for a long time.

I have already resigned on 18-Jan-2019.

with regards,

Shitij Singh