

01 January 2025

To,
Ms. KHUSHBU
YADAV
UPTM0443
ALLAHABAD
GNM

Sub: Notice period for closure of your fixed-term employment.

Dear Ms. Khushbu Yadav,

You have been appointed as GNM for our UPTM Project at Allahabad with effect from 26 August 2021 for the duration of the Project's operations. The project tenure with the client is coming to an end on 31 January 2025 and the project operations are permanently closing at your location. As per the terms of your employment, the management has decided to serve the NOTICE PERIOD for closure of your fixed-term employment by serving this notice on 01 January 2025, following the clauses of your appointment letter.

We are referring to your appointment letter dated 26 August 2021 and considering the process of separation applicable, we are issuing this closure of fixed-term employment notice in advance of ONE MONTH, and your last working day of fixed-term employment would be 31 January 2025 after closed office working hours.

For your reference, we are furnishing hereunder the subject clauses mentioned under para no. 1 (a) & clause 5 (a) of your fixed-term appointment letter:

"Para No.1(a). Your fixed-term employment contract will come to an end upon the cessation of our operations at the project location.

Para No. 5 (a). Notice Of Separation: Your services can be terminated by either side with 30 Days notice. However, either party may terminate the service by paying salary in lieu of notice period subject to the nature of employment, on which the management reserves the discretion.

Please acknowledge the receipt of this letter and submit a NO DUES CERTIFICATE, duly signed by your Project Manager, confirming that all the company belongings/assets/Knowledge are transferred, which will enable us to settle your account in Full and Final on your last day of working.

We thank you for your contributions during your period of service and wish you all the best for your future endeavours.

For Apollo Hospitals Enterprise Limited



Jaganmohan Kommagani
General Manager – Human Resources

Khushbu Yadav
7/1/2025