



March 3, 2024

Swathi S

EID: E5663952

Subject: Resignation acceptance letter

Dear Swathi,

This is to inform you that we accept your resignation from the service of the Organization. According to the prevailing policies of the Organization, your last working day would be 7 May 2024. We appreciate the early notice from your end and your commitment to smoothly hand over your duties. You are required to complete the clearance process which includes knowledge transfer, handing over your current responsibilities, returning of the company assets, and settlement of accounts.

You are instructed to return to FIS all property currently in your possession belonging or relating to FIS or any Group Company. Such property includes but is not limited to, records and business documents (both hard-copy and electronic; both originals and copies), and other materials such as computer disks and tapes, computer programs and software, office keys, access card, correspondence, files, customer lists, technical information, customer information, pricing information, business strategies and plans, sales records and all equipment such as laptops, printers and cell phones belonging or relating to FIS or any Group Company. You further agree that you will not retain any copies of any such property belonging or relating to FIS or any Group Company. FIS reserves the right to deduct from your salary or any other payment due to you, the cost of any company equipment not returned.

You are specifically reminded that the post-employment obligations you have previously agreed to concerning confidentiality, intellectual property and inventions and protective covenants under your contract of employment and Non-Disclosure Agreement will remain in force and effect notwithstanding the termination of your employment. Please be aware that FIS views any breach of these commitments as an extremely serious matter and our expectation is that you will continue to fully comply with these commitments.

Considering the current situation where employees are unable to physically present in office, please complete the exit formalities by visiting your base location office on or after your last working day after consulting with Facility or IT Representative for handing over the assets for a speedy clearance. Post handing over the assets, your exit clearance is expected to be completed within 15 working days. You would receive your relieving letter upon completion of clearance formalities, and settlement of all the dues, if any. Your relieving letter will be triggered to your personal e-mail ID. Please ensure that you update your future contact details and personal mail ID under Personal Information >> Contact Information in Workday. This information is used for all future correspondence as well as sending your full and final settlement details.

We wish you the very best on your future endeavours.

Sincerely,

The People Office