publicis
sapient

December 20, 2021

Name : Vipin Kumar Chauhan

Employee ID : 116242

Re: Full & Final Settlement

Dear Vipin Kumar,

We would like to inform you that due to the ongoing government efforts to control the spread of COVID 19, your full and final settlement cannot be processed as of now due to non-submission or due to the safety protocol followed by IT /OS teams which mandates kickstart clearance after 48-72 hours of submission of Company assets. Once the establishment is fully operational and your assets like laptop, charger, laptop bag, access card, drawer keys, etc. are submitted by you to the respective teams at **Publicis Sapient (A division of TLG India Private Limited)**, you will be provided with due clearances and your full and final settlement will take place accordingly, including issuance of Relieving and Experience Letter(s).

However, the Company will process your Gratuity amount (if payable) and it will further contribute the Provident Fund dues till your employment date.

In no circumstances shall this letter be considered as a relieving Letter / experience letter from the Company nor shall it be construed as an extension of employment in any manner. Your last employment date with the Company remains unchanged.

Best Regards,

Kamal Karwal
Vice President, Global People Shared Services