

To,

The Human Resources Department
Societe Generale Global Solution Centre Pvt. Ltd.
Voyager Building Building, 10th F,
Ascendas ITPB SEZ,
Whitefield Rd, Bangalore

Sub: Undertaking while on Extended Leave

I have read the Extended leave policy and made myself familiar with the terms and conditions of the policy and I confirm that while on Extended leave, I will not take up an employment, whether full-time or part-time, as the Director/ Partner/ Member/ Employee of any other organization/ entity engaged in any form of business activity without the prior written consent of SGGSC.

I also understand and agree that I can join back the organisation subject to availability of the same role or any suitable position upon my return. And the organization is not obligated to reinstate me to the same role or to any other suitable role.

I agree that I will intimate SG GSC in writing of my intention to joint back at least 2 months before the end of my sabbatical period for SG GSC to ascertain whether the same role is available or to identify any other suitable role and to complete the selection process.

In the event that I am unable to find a suitable position within SG GSC during the said two months, I will resign from my services at the end of my sabbatical period and the clause referring to notice period in my offer letter will not be applicable.

Thanking You

Signature: _____

Name: _____

Emp ID: _____

Date: _____