



03 May 2024

SUMANA RANI

KLI - Ranchi 1 - Arjan Palace

Sub: Acceptance of Resignation

Dear SUMANA RANI,

This refers to your letter dated **01 January 2024** tendering resignation from the services of the company and seeking discharge from duties on **29 February 2024**. This is to advise you that your resignation has been accepted and as requested, you have been relieved from the services of this Company at the close of working hours on **29 February 2024**. We have completed your settlement process and an amount of **20134/-** has been credited to your salary account towards your full and final settlement.

We are now happy to forward to you the following:

- (a) A Statement of accounts in respect of the full and final settlement dues; and
- (b) A formal certificate of employment confirming your association with this Company.

We request you to acknowledge the receipt of this letter along with the attachments, by affixing your signature on the photocopy of this letter (attached) and returning the same to the undersigned.

We also take the opportunity to wish you all the best in all your future endeavors. We will be happy to hear about your progress and to be informed of any changes to your contact details.

Best Regards,

Harpreet Singh Anand
Authorized Signatory

Kotak Mahindra Life Insurance Company Limited

CIN: U66030MH2000PLC128503 | IRDAI Reg No.: 107

Registered Office:
8th Floor,
Plot # C - 12,
G- Block, BKC, Bandra (E),
Mumbai - 400 051.

Corporate Office:
9th Floor,
Intellion Square,
Infinity IT Park, Gen. AK Vaidya Marg,
Malad (E), Mumbai - 400 097.

T +91 22 6994 8000
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www.kotaklife.com



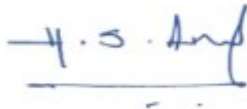
03 May 2024

CERTIFICATE OF EMPLOYMENT

This is to certify that SUMANA RANI employed on the rolls of this organization as per details provided hereunder:

- | | |
|---|--------------------|
| 1. Name | : SUMANA RANI |
| 2. Employee Code | : 139664 |
| 3. Date of Commencement of Employment | : 13 December 2022 |
| 4. Designation while Leaving | : Deputy Manager |
| 5. Last salary drawn (Annual CTC basis) | : 292000/- |
| 6. Date of Submission of Resignation | : 01 January 2024 |
| 7. Last Working Date | : 29 February 2024 |

For **Kotak Mahindra Life Insurance Company Limited**



Harpreet Singh Anand
Authorized Signatory

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 **Hum hain... hamesha**