



Varsha kumari <varshakumari2781999@gmail.com>

Request for resignation acceptance letter

Aparna Barik <Aparna.Barik@sutherlandglobal.com>
To: Varsha kumari <varshakumari2781999@gmail.com>
Cc: Papanaidu Sai Raghava <Papanaidu.SaiRaghava@sutherlandglobal.com>

Thu, Mar 7, 2024 at 12:38 AM

Hi Varsha,

We wish to inform you that you will be relieved of your responsibilities at the end of your last working day on 3rd March 2024.

Please make note of the Exit procedures that needs to be performed before your last day of work with us.

- Handover any other company property in your possession to your reporting Manager.
- If you have taken any salary advance / travel advance, submit the appropriate documents/approvals to Finance. This will enable us to settle the Full & Final Settlement dues without deduction.
- Submit your Tax proof documents to Finance dept within 48 hrs. of actual relieving date which will help us to settle the dues without any deduction pertaining to your tax.
- Please submit any choice pay related documents with the choice pay team.
- Kindly share your UAN # , PF # and employment details with your new employer to merge your Sutherland PF Account with your new PF account.
- If you are unemployed and wish to withdraw your PF account, kindly write to pf@sutherlandglobal.com **after 60 days from your last worked date** to get the claim forms and procedures.

Any communication regarding your final settlement will be sent to your personal email ID or Home address. Hence, please have your personal details updated in Peoplesoft.

Please feel free to drop us an email for any clarification/assistance with respect to relieving, please mention your employee ID on any communication.

Relieving Letter / Service Certificate : settlements@sutherlandglobal.com
Tax Related Query : IncomeTaxHelpDesk@sutherlandglobal.com
PF / statutory : pf@sutherlandglobal.com

As a standard procedure, we would like to take this opportunity to remind you of your obligations under all applicable provisions of the Non- Disclosure and Code of Ethical Business Conduct agreements, which we are confident you will continue to honor.

Thank you for your valuable contributions at Sutherland, we wish you success in all your future endeavors.

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

Aparna Barik
Assoc Mgr-Geo HR
SUTHERLAND

M: +91 9581465733 || **E:** Aparna.Barik@sutherlandglobal.com

**My Top 5 Strengths – Includer, Empathy, Relator, Strategic
& Futuristic**

From: Varsha kumari <varshakumari2781999@gmail.com>
Sent: Thursday, February 29, 2024 1:45 AM
To: Aparna Barik <Aparna.Barik@sutherlandglobal.com>
Cc: Papanaidu Sai Raghava <Papanaidu.SaiRaghava@sutherlandglobal.com>
Subject: Request for resignation acceptance letter

Hello aparna,

This is varsha Kumari (520215)

Requesting you to please kindly help me with the resignation acceptance letter.

Looking forward to hear from you.

Thank you & Best Regards,