



DODLE VINAY KUMAR <vinaykumardodle@gmail.com>

Fw: Remote Exit Formality

1 message

Vinay Kumar Dodle <vinaykumar.dodle@concentrix.com>
To: "vinaykumardodle@gmail.com" <vinaykumardodle@gmail.com>

Wed, Jan 31, 2024 at 11:19 AM

From: Preetha Venkatesan <preetha.venkatesan@concentrix.com>
Sent: Wednesday, January 31, 2024 11:18 AM
To: Vinay Kumar Dodle <vinaykumar.dodle@concentrix.com>
Cc: Venkataramana Merugu <venkataramana.merugu@concentrix.com>; Resource Management Group India <ctlyst_rmgindia@concentrix.com>; ctlyst_hr@concentrix.com <ctlyst_hr@concentrix.com>
Subject: Remote Exit Formality

Dear Vinay Kumar Dodle,

Acknowledging your resignation dated 31st January 2024 and as per the satisfactory knowledge transfer, you will be relieved from the services close of working hours on 31st January 2024

We will send separate mail with exit forms to fill & share with us to complete your formalities.

Please note that you need to submit all the pending Workday timesheet/ITB (If applicable) before the exit formalities are initiated as you will not be able to access your machine.

You also need to submit till date income tax proof documents as per the declaration submitted by you beginning of the financial year. Failing to do so your full & final settlement of accounts will be kept on hold and will not be processed by the finance department.

In case of any further clarification please reach us.

Wishing you all the best for future endeavors.

Thanks & Regards,



Preetha V | Lead – Human Resources

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