Hello Bhumeshwar Lale,

One or more new tasks have become active, please complete them at the earliest.

Activated tasks:

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Due Date** | **For Whom** | **Details** |
| Insurance Portability | Tuesday, July 4, 2023 | Bhumeshwar Premdas Lale | [View Details](https://protect-eu.mimecast.com/s/QzZiCq2yEu9K53rCZ_CKm?domain=brillio.silkroad.com) |
| Personal Details Confirmation | Friday, July 14, 2023 | Bhumeshwar Premdas Lale | [View Details](https://protect-eu.mimecast.com/s/EfecCrYzGIxPvYjczPLPJ?domain=brillio.silkroad.com) |
| Expense/Timesheet/PTO/Leave Submission | Friday, July 14, 2023 | Bhumeshwar Premdas Lale | [View Details](https://protect-eu.mimecast.com/s/70YgCvjEMsvp65giz_iZR?domain=brillio.silkroad.com) |
| Payslips, Reward & Recognition Points | Friday, July 14, 2023 | Bhumeshwar Premdas Lale | [View Details](https://protect-eu.mimecast.com/s/GGyTCwkGNfoJ1mQiKu4UH?domain=brillio.silkroad.com) |
| Reassign SilkRoad Tasks | Thursday, June 29, 2023 | Bhumeshwar Premdas Lale | [View Details](https://protect-eu.mimecast.com/s/VJWFCxlJ0uZnAV0IRqNXy?domain=brillio.silkroad.com) |
| Return IT/WFH Assets | Friday, July 14, 2023 | Bhumeshwar Premdas Lale | [View Details](https://protect-eu.mimecast.com/s/IgYmCymK4IYqMwWCABLYE?domain=brillio.silkroad.com) |
| Sign the NDC Acknowledgement | Monday, July 17, 2023 | Bhumeshwar Premdas Lale | [View Details](https://protect-eu.mimecast.com/s/vzukCznL8uKQ2ZBfBuC67?domain=brillio.silkroad.com) |
| Fill in the Asset Recovery Information Form | Sunday, July 16, 2023 | Bhumeshwar Premdas Lale | [View Details](https://protect-eu.mimecast.com/s/9IB2CAm0LIjLWXotOtYiE?domain=brillio.silkroad.com) |
| Investment Proofs for Taxation | Tuesday, July 4, 2023 | Bhumeshwar Premdas Lale | [View Details](https://protect-eu.mimecast.com/s/pDQaCBnkMuvp4rmi7YxR0?domain=brillio.silkroad.com) |

Follow this link to log in to Brillio offboarding portal: [https://Brillio.silkroad.com:443/](https://protect-eu.mimecast.com/s/Lee7CD0mOIXNVzmSnlweM?domain=brillio.silkroad.com)  
  
  
Thank You,  
Brillio Offboarding

Dear **Bhumeshwar**,

We wish to inform you that your resignation has been accepted and you will be relieved from the services of the company with effect from close of working hours on **19/07/2023**, subject to clearance of below:

As per the process ensure the No Due Certificate (NDC) is duly signed by the respective department mentioned in the form.

Your Full and Final Settlement will be completed within 60 days from your last working day subject to your satisfactory handing over of all company property and material that may be in your possession.

Checklist: -

* Please update your personal mail id in fusion for future communication.
* Download your payslips and form 16 from payroll portal
* Update your leaves - on the Go App
* Activate your UAN - [https://unifiedportal-mem.epfindia.gov.in/memberinterface/](https://protect-eu.mimecast.com/s/_u8wCvjEMsvp655tQ0ro3?domain=unifiedportal-mem.epfindia.gov.in)
* Please submit soft copies of your investment proofs for the financial year 2022-2023
* Please redeem your reward points (if any)
* Submit ID Card on your last working day.

 Please use your Brillio credentials to login to the SilkRoad portal.  
  
URL - [https://brillio-redcarpet.silkroad.com](https://protect-eu.mimecast.com/s/94wbCwkGNfoJ1mmtqIzPQ?domain=brillio-redcarpet.silkroad.com)

We wish you all the best in your future endeavors.

Regards,  
HR Team  
Brillio Technologies