


## Employee Resignation Form

**Employee ID / Name :** MKS/00256/22-23 - Bikasa kumar - Nayak  
 \*

**Reporting To** Dinesh MKS/00271/22-23

**Date of joining** 28-07-2022

**Email ID** bikasa.n@mksvision.com

**Added By :** MKS/00256/22-23 - Bikasa kumar - Nayak

**Added time :** 17-05-2024 02:20 PM

**Modified By :** MKS/00256/22-23 - Bikasa kumar - Nayak

**Modified time :** 17-05-2024 02:20 PM

**Date of resignation ::** 17-05-2024

**Date of Relieving :** 15-08-2024

**Resignation type : \*** Voluntary Resignation

**Reason for leaving : \*** Career Prospect

### Exit Guidelines

- Refer the Exit Policy in Zoho Employee Handbook.
- Please provide all the KT documents to the respective team and must upload the same in the KMS portal under the respective departments before 7 days of your LWD.
- MKS would like to gain insight into your experiences, Please review the attached link for exit questionnaire.  
:https://forms.office.com/r/JnLHgBgJaW
- Full and Final settlement will be cleared with in 30 days.

## Approval Status : Pending



Dinesh (Current Approver)  
Pending



Vani V Rajan  
Pending



Seelamsetty Venkata Sai Maneesh  
Pending



Chippada Prathyusha  
Pending