

Ganya H T

From: HR Offboarding
Sent: 15 February 2025 09:33
To: ganyatgowda92@gmail.com; Ganya H T
Cc: Associate Experience; HR Offboarding
Subject: 1008578 || Resignation Acceptance - Exit Road Map
Attachments: Exit Road Map.pdf

Dear **Ganya H T (1008578)**,

This mail confirms that your request for resignation from your current role “**Software Development Engineer**” has been accepted and accordingly you will be relieved from Maveric by close of Business dated **28-Feb-2025** subject to smooth transition is getting completed.

You will be eligible for the relieving letter once all internal department clearances are received.

We acknowledge your efforts and on behalf of the Organization we wish you the best in future endeavors.

Note:

Finalization of LWD:

- If your LWD falls on a week off, the final LWD will be considered as the preceding working day.

Salary Hold:

- Your salary for your relieving month and the previous month will be on hold if your date of relieving falls between 1st to 15th of the month.
- Your salary for your relieving month will be on hold if your date of relieving falls between 16th to 31st of the month.

Investment proof Submission:

- Your investment proof for income tax should be uploaded to GreyHR at least 10 days before your last working day. If you fail to do this, applicable taxes may be deducted from your final settlement. The POI portal will be available in December, but until then, please send your relevant documents to incometaxindia@maveric-systems.com.
- From December to March, you can submit proofs through the portal. Once it's active, please upload your documents directly there and do not email incometaxindia@maveric-systems.com during that period.

Exit Guideline:

- Kindly refer the attached guideline for smooth transition.

Regards,
HR Offboarding



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