
Resignation Letter

3 messages

Himanshu Gupta <hgupta@netspend.com>
To: Achin Sharma <achinsharma@tsys.com>
Cc: Deepak Agarwal <dagarwal@netspend.com>

Fri, May 14, 2021 at 5:49 PM

Hi,

Please accept this letter as my formal resignation from my role "**TEST ANALYST SENIOR (G1)**" effective from today only (14th-May-2021).

I want to express my gratitude for the knowledge I've gained here and the skills I have been able to develop in this role. I am thankful for the time I have spent working with every member of our team and the opportunity to develop great professional relationships here.

--
Regards,

Himanshu
Senior QA

Netspend

+91 7838060230
Netspend Email : hgupta@netspend.com
TSYS Email : himanshug@tsys.com

A **Global Payments Company**

Deepak Agarwal <dagarwal@netspend.com>
To: Himanshu Gupta <hgupta@netspend.com>
Cc: Achin Sharma <achinsharma@tsys.com>

Fri, May 28, 2021 at 1:57 PM

Hi Himanshu,

The resignation is approved.

[@Achin Sharma](#) Please guide Himanshu for further process.

Thanks,
Deepak Agarwal
Agile Manager

TSYS | Netspend

+91 9811182647
dagarwal@netspend.com
A **Global Payments Company**

[Quoted text hidden]

[Quoted text hidden]

NOTICE: This email message is for the sole use of the addressee(s) named above and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution of this message or any attachments is expressly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies and backups of the original message.

NOTICE: This email message is for the sole use of the addressee(s) named above and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution of this message or any attachments is expressly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies and backups of the original message.

Achin Sharma <achinsharma@tsys.com>
To: Deepak Agarwal <dagarwal@netspend.com>
Cc: Himanshu Gupta <hgupta@netspend.com>

Fri, May 28, 2021 at 2:29 PM

Hello Himanshu,

Greetings!

This is in reference to your resignation dated **14th May 2021**. We hereby inform you that your resignation has been received by HR.

As per terms and conditions of employment, you will be relieved from the services of the company at the closing hours of **13th July 2021** as your notice period is 2 Months.

You will be required to come to the office to handover company belongings/assets on or before your last working day (Based on your Manager discretion)

If you are working from remote location and can't travel to office to handover assets, then you need to courier the same

- **Office Address-** TSYS International C-25, Stellar IT Park, Tower-1, 4th floor, C Block, Phase 2, Sector 62, Noida, Uttar Pradesh 201301
- **Addressee Name** - Priyanka Kaur
- **Timeline for the assets to reach back to office** - within a week from your last working day, failing which, cost will be recovered from your F&F. Timeline may differ in case of less notice period.

List of assets/belongings includes

IT: Laptop, TFT, Mouse, Charger, Laptop Bag, Phone, Bluetooth, RSA, etc, issued under your name

Facilities: ID Card, Drawer keys, Parking Sticker/RFID

Exit forms will be shared with you on or 1 day before your last day in office.

Experience letter will be given to you on the last working day subject to the submission of Office belongings (IT and Admin belongings).

Your Full and Final process will start after we receive a confirmation on the asset submission and after that, payment should take around 5-6 weeks. We request you to contact the finance department for any queries, Please share your Tax documents if any for FnF calculation.

NOTE : if you are falling short on your Notice period then the remaining days will be adjusted in your FNF settlement (if you have any doubt ,please reach connect with me)

Please find below the link and the User guide which will help to access HR Berry portal after your resignation.

<https://www.hrberry.com/powerhr/index.php?q=cms&m=index&client=tsys>

We wish you success in all your future endeavors.

Thanks & Regards

Achin Sharma
HR Advisor Senior

TSYS

Extension: 8987

achinsharma@tsys.com

A *Global Payments* Company

NOTICE: This email message is for the sole use of the addressee(s) named above and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution of this message or any attachments is expressly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies and backups of the original email.

[Quoted text hidden]