

-----Forwarded by Kuralarasu S/CHN/TCS on 01/16/2020 06:25PM -----

To: Kuralarasu S/CHN/TCS@TCS

From: Vidya Devaiah/BLR/TCS

Date: 01/03/2020 03:45PM

Cc: Bangalore Separationcell/BLR/TCS@TCS, Sheeja Manoj/KOL/TCS@TCS

Subject: Fw: Resignation Acceptance : Emp# 886493, Kuralarasu S ( Revised Release Date 22 Jan 2020)

Dear Kuralarasu,

This is further to below mentioned resignation acceptance mail dated 7th Nov'19. As you have requested for early release and the Project has approved for the same, your release date has been revised to **22 Jan 2020**. Notice Period shortfall will be charged to you as per the Policy.

Thanks & Regards,

Vidya Devaiah

Human Resources - Talent Engagement

First Floor, N ODC, Global Axis H Block

Tata Consultancy Services Limited, Bangalore

Ph:- 0091 80 668 20962

Buzz:- 48 20962

Mailto: [vidya.devaiah@tcs.com](mailto:vidya.devaiah@tcs.com)

Website: <http://www.tcs.com>

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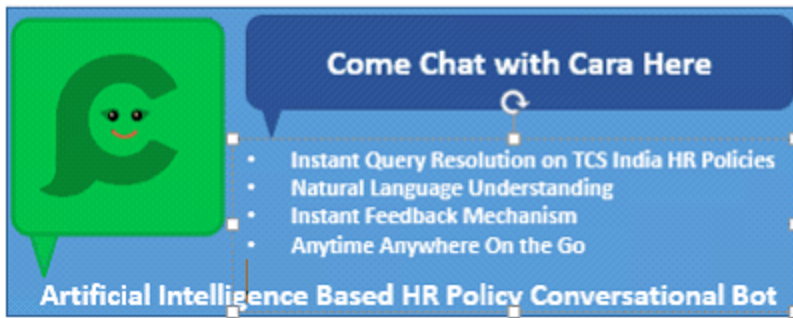
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----- Forwarded by Vidya Devaiah/BLR/TCS on 01/03/2020 03:26 PM -----

From: Vidya Devaiah/BLR/TCS  
To: Kuralarasu S/CHN/TCS@TCS  
Date: 11/07/2019 07:47 PM  
Subject: Fw: Resignation Acceptance : Emp# 886493, Kuralarasu S

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Dear Kuralarasu,

This is with reference to your resignation dated 30/Oct/2019 and further communication on 31 Oct 2019.

We would like to inform you that we are in receipt of your resignation and you would be released from the services of the company effective close of business hours on **27/Jan/2020**, subject to your completing the notice period as stipulated above.

We also remind you of the obligations of the confidentiality and non-disclosure agreement which you had signed during the course of your employment with the Company. You are required to bestow the same degree of commitment in protecting the Intellectual Property of the company as you have agreed to uphold as per the terms of the confidentiality and non-disclosure agreement. You will be required to ensure that the trade secrets, confidential and the intellectual property that were developed when you were in the employment of the company continue to be protected and are not compromised in any way.

Please note that you are also required to uphold and abide by the security policy and processes of the Company throughout your tenure. Kindly ensure that the interests of the company is not compromised in any manner.

**You are requested to connect with your project HR on further queries related to your separation formalities.**

**Points to be Noted**

- Your ID card is to be submitted in your location, to your project HR on your last working day
- In case, you intend to withdraw your PF, you are required to submit the updated **PF Withdrawal Form** and **Cancelled Cheque Leaflet** to your project HR before your last working day
- PF transfer formalities are to be initiated once you join your next organisation
- You are required to complete an exit survey, **prior to the last working date**. (Path: Ultimatix >> HR & Talent Management >> iTalent >> My Box)

**Annexure 1:** Retiral Forms. Attaching forms pertaining to PF transfer and withdrawal

**Annexure 2** - Separation Kit. You are required to go through the kit carefully and revert for any clarification or help. The Separation Kit appended below gives comprehensive details about the process

For any clarifications in future (post your release), you may register in Alumni portal & raise a ticket by using link - <https://www.alumniportal.tcs.com>

Thanks & Regards,

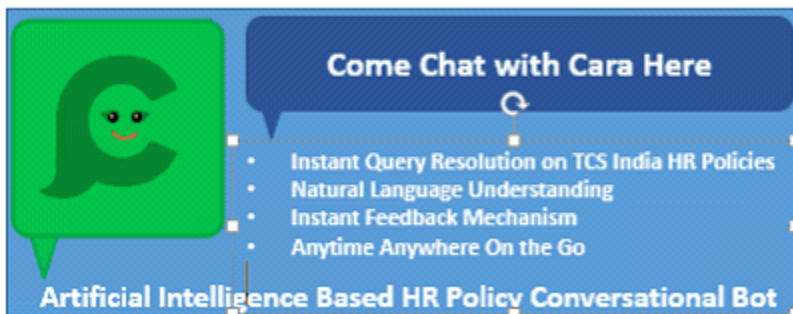
Vidya Devaiah  
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----- Forwarded by Vidya Devaiah/BLR/TCS on 11/07/2019 07:14 PM -----

From: Vidya Devaiah/BLR/TCS  
To: Kuralarasu S/CHN/TCS@TCS  
Cc: Venkatesh Gopalakrishnan/BLR/TCS@TCS  
Date: 10/31/2019 10:27 AM  
Subject: Re: Resignation Acknowledgement : Emp# 886493, Kuralarasu S

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Dear Kuralarasu,

The Company is in receipt of your resignation dated 30 Oct 2019.

This is to acknowledge the receipt of your resignation. You are hereby informed that acceptance of your resignation is subject to final approval from your project, this mail should not be considered as acceptance of your resignation. You would be notified further on this in due course of time. This is for your cognizance and information only.

We take this opportunity to remind you of the obligations of the confidentiality and non-disclosure agreement which you had signed during the course of your employment with the Company. You are required to bestow the same degree of commitment in protecting the Intellectual Property of the company as you have agreed to uphold as per the terms of the confidentiality and non-disclosure agreement. You will be required to ensure that the trade secrets, confidential and the

intellectual property of the company continue to be protected and are not compromised in any way.

Please note that you are also required to uphold and abide by the security policy and processes of the Company throughout your tenure. Kindly ensure that the interests of the company is not compromised in any manner.

Dear Venkatesh

You are appearing as the supervisor who can initiate this separation in system. To be within the 3-day SLA, kindly initiate this separation in iTalent -> Separation responsibility for PL, with below details, before **EoD 4 Nov 2019**

**Date of Resignation : 30 Oct 2019**

**Date of Release : 90 days from date of resignation .**

**Link: Ultimatix > HR Management > iTALENT > Separation Responsibility for PL.**

Thanks & Regards,

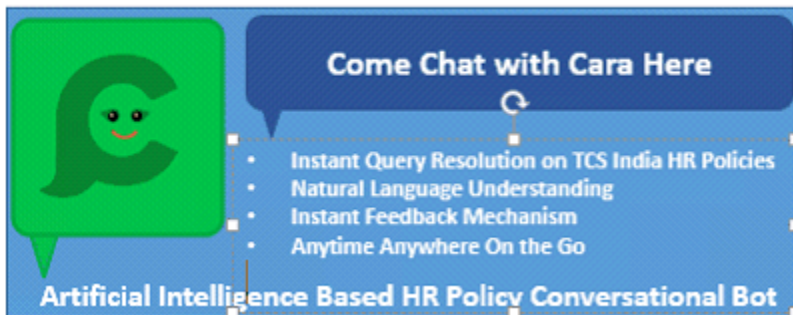
Vidya Devaiah  
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☒ Kuralarasu S---10/30/2019 11:17:44 AM---Hi Vidya, Please accept this mail as a notice of my resignation. I am seeking a career change and I

From: Kuralarasu S/CHN/TCS  
To: Vidya Devaiah/BLR/TCS@TCS  
Cc: Venkatesh Gopalakrishnan/BLR/TCS@TCS  
Date: 10/30/2019 11:17 AM  
Subject: Resignation\_Kuralarasu\_886493

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Hi Vidya,

Please accept this mail as a notice of my resignation. I am seeking a career change and I got the better opportunity.

Please acknowledge this letter of resignation and let me know my last date.

Let me know if anything requires

Thanks and Regards,  
Kuralarasu S  
IT Analyst  
Tata Consultancy Services  
Mail Id: [kuralarasu.s@tcs.com](mailto:kuralarasu.s@tcs.com)  
Mobile: +91 7639900232  
Work: 08067254765

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