

## Resignation & Notice Period

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**From:** Aditi Sood [aditi.sood@brillio.com](mailto:aditi.sood@brillio.com)

**To:** M G Preethi [MG.Preethi@brillio.com](mailto:MG.Preethi@brillio.com)

**Sent:** Tuesday, July 16, 9:42 AM

Hi Preethi,

As discussed, considering your resignation dated 15<sup>th</sup> July 2024, we will be initiating a garden leave for you until your last working date i.e. 11<sup>th</sup> Oct 2024

You will not have access to MS Office Outlook/emails and Teams during the period of this leave.

In case, you would like to request an early release during this notice period, please connect with me and we can discuss further.

Kindly note the following actions that you should complete before your last working day:

- Submission of Brillio & Client – IT Assets – In case you are in Bangalore/Pune/Chennai/Hyderabad – please submit in the respective office, in case outside of base location, please share your complete address with mobile no in IT Asset release form on silkroad to arrange to collect the IT Assets.
- Submit pending expenses/timesheet/leaves in OTG
- Update personal mail id and mobile number in Fusion and ADP portals
- **Redeem points in Thanks portal (Complete today)**
- Download previous payslips/Form 16 from ADP portal. You can now also access ADP and download payslips directly to your personal devices. Refer mail sent by HR India titled “ADP Portal Password Reset” for further details.
- For any query, please write to HR India: [hrb@BRILLIO.COM](mailto:hrb@BRILLIO.COM) . Do mention your employee ID in any correspondence.
- Final settlement will be completed by 25<sup>th</sup> of the next month of your last working day.

- ADP payroll login details as a Brillio alumni will be shared on your personal mail id after the final settlement is completed. You can use it to download payslips, Form 16, etc.
- Service letters will be issued after IT clearance.

**Request you to share your personal email id, contact number and address with me for any further correspondence.**

Please feel free connect with me over mail or calls anytime for any assistance.

Regards,  
Aditi Sood