

Nitin Daddikar

From: nitin.daddikar@zycus.com
Sent: 13 January, 2020 21:27
To: Nitin Daddikar
Subject: Resignation Application Acknowledgement

Dear Nitin Daddikar,

This is to inform you that your resignation has been submitted successfully.

Resignation Date : 13/Jan/2020

Separation Date : 28/Jan/2020

Notice Period : 15

Reason : Due to unforeseen financial circumstances coupled with my current salary

Guidelines:

- Notice Period – If your grade is 5B or below at the time of termination or resignation, then you shall serve the requisite Notice Period of 02 months. Alternatively, if your grade is 6A & Above at the time of termination or resignation, then you shall serve the requisite Notice Period of 3 months.
- LWD is calculated on the basis of the resignation application applied on HR Mantra.
- Resignee's are not entitled to take leaves while serving the notice period, in case of any exigencies only leaves can be taken with prior approval from your reporting manager on HR Mantra, if the leaves are unapproved then Last Working Day (LWD) would extend to the no. of leaves taken.
- If the resignee is under training bond, he / she is entitled to pay the bond amount before the LWD.
- In some cases, resignee may have to extend the separation date beyond the LWD identified.
- The resignee has to get the approvals taken from their respective manager / POD Lead / HOD on HR Mantra within 10 days post their resignation application
- Post resignation approvals, before 05 days of LWD you would be provided with the Exit Forms.
- If you are applicable for incentives then the claims has to be submitted by the manager to the Finance Team on or before the LWD of the employee.
- Any queries regarding Exit Formalities , please connect to HCM Team.

**Regards,
HR Team**