

## Email Notification to employee on Separation

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QapMap allows you to mark a separation of active individual stakeholder in case of resignation, termination, death, or retirement. You can refer to the help article [Mark Separation for a Stakeholder \(https://qapita-fintech.freshdesk.com/support/solutions/articles/72000548916-mark-separation-for-a-stakeholder\)](https://qapita-fintech.freshdesk.com/support/solutions/articles/72000548916-mark-separation-for-a-stakeholder).

Qapita sends an email notification to the employee on being separated.

If user account is not created, Deactivate User Account and Transfer Account to Personal Email will be disabled. On hover the message displayed "**User account is not created for the stakeholder**"

Email will be triggered for the email id specified in the User Account, if stakeholder is associated to multiple users, then email will be triggered to all of them.

**Mark Separation**

\* **Date of Separation**

Select Date

\* **Reason for Separation**

Resignation

Deactivate User Account ☐ No

Transfer Account to Personal Email ☐ No

**Personal Email ID**

Enter the personal email Id of stakeholder

All Equity Awards granted shall be auto-adjusted as per the Grant level Separation Rules.

**Mark Separation**

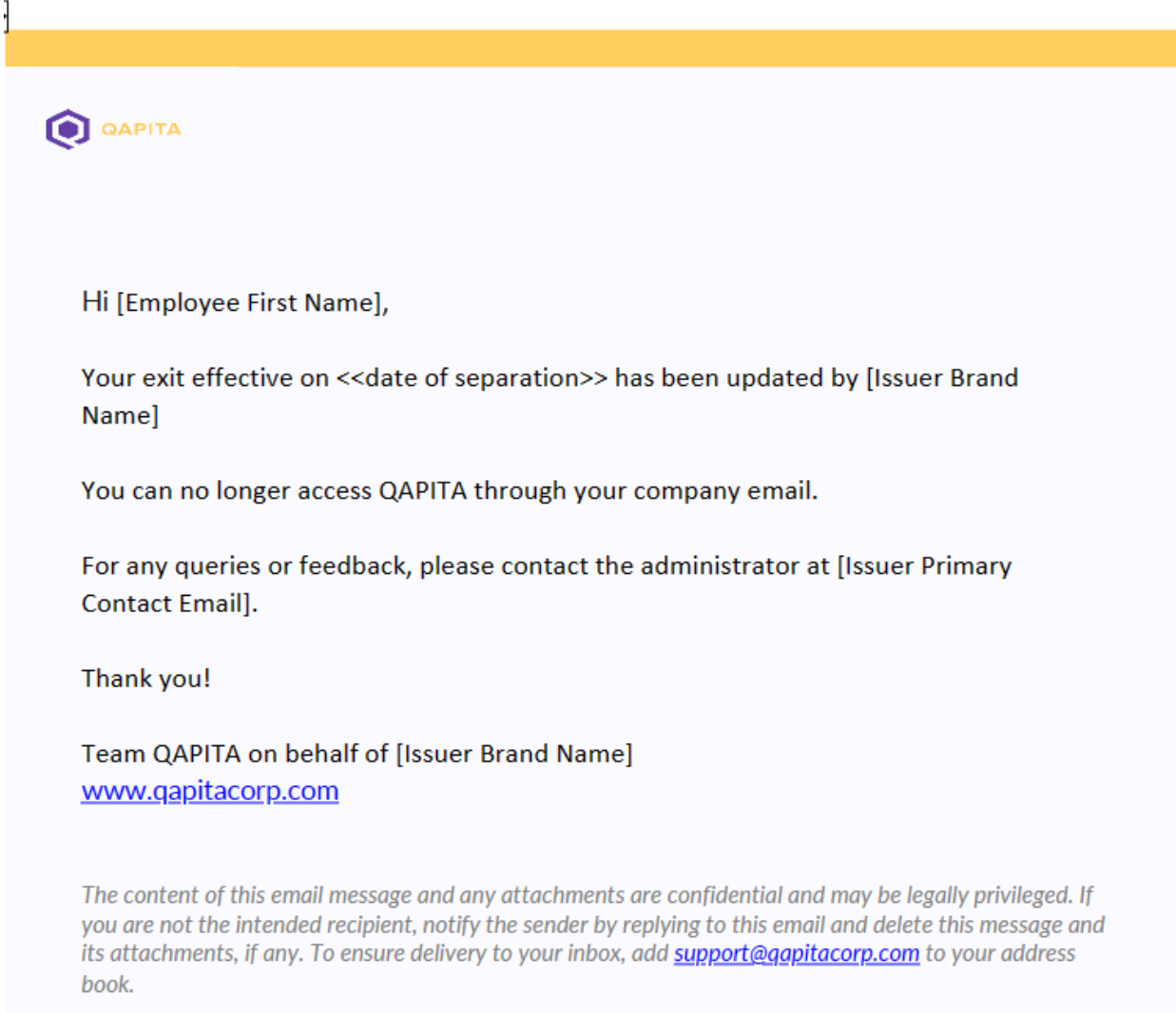
**Different Scenarios for Triggering Emails and their respective formats. When the user selects,**

1. Deactivate User Account - Deactivate account email will be sent to company email
2. Transfer Account to Personal Email - Deactivate account email will be sent to company email and Invite Email will be sent to Personal Email

3. Deactivate User Account and enters Personal Email ID as well - Deactivate account email will be sent to company email with Cc to personal email ID
4. Didn't select either of Deactivate, Transfer and didn't enter the personal email ID - Email will be sent to company email saying you can access the QMAP through your existing credentials where the Username is the Company Email
5. Didn't select either of Deactivate, Transfer and entered the personal email ID - Email will be sent to company email and Cc to personal email saying you can access the QMAP through your existing credentials where the Username is the Company Email

### Deactivate User Account Email Format - 1, 2, 3

Subject line – Separation of [Employee First and Last Name] of [Issuer Brand Name]



### Transfer User Account to Personal Email ID – 2

Subject line – Separation of [Employee First and Last Name] of [Issuer Brand Name]



Hi [Employee First Name],

Your exit effective on <<date of separation>> has been updated by [Issuer Brand Name]

You can no longer access QAPITA through your company email, your user account has been transferred to your Personal Email ID

Click on the button below to register and view the status of your award details on Qapita.

[Accept Invite](#)

For any queries or feedback, please contact the administrator via [john@start-x.sg](mailto:john@start-x.sg).

Thank you!

Team QAPITA on behalf of [Issuer Brand Name].

[www.qapitacorp.com](http://www.qapitacorp.com)

**Still Access using Company Email Format - 4,5**

Subject line – Separation of [Employee First and Last Name] of [Issuer Brand Name]



Hi [Employee First Name],

Your exit effective on <<date of separation>> has been updated by [Issuer Brand Name]

You can continue to access QAPITA through your company email.

For any queries or feedback, please contact the administrator at [Issuer Primary Contact Email].

Thank you!

Team QAPITA on behalf of [Issuer Brand Name]

[www.qapitacorp.com](http://www.qapitacorp.com)

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