

Ranjan, Rajeev

From: Fasiulla, Syed
Sent: Tuesday, April 5, 2022 7:37 PM
To: Ardak, Sudhir; Jammula, Mahendra; Ranjan, Rajeev; Roy, Rinki; Sridhar, N S
Cc: Business HR Operations; FNFindia Payroll
Subject: RE: Regarding Formal notice of resignation.

Hi All,

As per resignation email, LWD will be on 28th Jun 2022, Tuesday.

Hello Rajeev,

Please complete below Tasks on/before LWD.

Task	POC	Date of completion
Closure of outstanding claims with payroll	Bhaskar/Vinodha	Before LWD
Closure of pending tax issues	Bhaskar/Vinodha	Before LWD
Generate required Payslip/Form 16 and share with FNFindia.Payroll@fnf.com to be forwarded to personal email ID	Bhaskar/Vinodha	Before LWD
Dues clearance form	Location HR BP POC- SEZ & Cessna	On LWD
Exit Interview Questionnaire	Location HRBP POC	On LWD
Submission of all assigned company assets (ID & Access card, pedestal keys, laptop/desktop/charger/headset/mouse/dongle etc.)	Location IT & CS POC	On LWD
Closure of outstanding claims with finance	Location Finance POC	Before LWD

Please Note: Failure to submit the assigned company assets back, within the stipulate time period will result in legal action to be taken against the employee and also timecard should be up to date for smooth flow of payroll Process. Kindly keep us informed if the employee takes any leave during notice period and if NP needs to be extended.

+BPHR and Payroll Team – FYI.

Regards,



Syed Fasiulla
Human Resources | Extension: 1139 | E-mail: Syed.fasiulla@fnf.com
6th Floor, Cessna Business park, UMIYA2-, Kadubisanahalli, Bangalore - 560103
Fidelity National Financial India
www.fnfindia.in