

# ACCEPTANCE OF RESIGNATION

Mr. Rajkumar R



Date: 09.07.2025

Mr. Rajkumar R

Emp No: 55052434

## Acceptance of Resignation

Dear Mr. Rajkumar R,

This has reference to your resignation from the services of the company.

We accept your resignation and you shall be relieved from your duties with effect from 14.07.2025 after office hours upon completion of your exit formalities.

For smooth exit, kindly ensure the following:

**1. Complete Mandatory Activities**

Complete mandatory activities **one day before** the last working day as listed in Annexure1.

**2. Update your communication details**

Please ensure your personal email ID and address for communication is updated in ESS for all the further correspondence before your last working day. A detailed breakup of your Full and Final Settlement sheet will be sent to your personal email ID.

**3. Leave Policies during Notice period**

You may avail only a maximum of 3 leaves during your notice period. Any excess leaves availed shall be recovered against shortfall in notice period.

**4. Review Provisional Full and Final Statement**

a. Review your Provisional Full and Final Statement on your 'Separation Overview' page in ESS. Refer (Annexure 2) to understand calculation.

b. Any tentative recovery basis your Provisional Full and Final Statement can be paid through the 'Pay' button available on the Separation Overview Page in your ESS. This payment shall be adjusted against your Full and Final Settlement.

Basis your resignation, you will not be eligible for Performance Linked Incentives, Merit Salary Increment, Bonuses (non-Statutory) including retention bonus and other pre-planned payments as per the company policy.

We wish you all the best in your future endeavors.

**This is an electronically generated document and thus doesn't require signature.**

## Annexure 1: Mandatory Activities

### 1. Collaborate with Manager

- a) Provide knowledge transfer to the identified team member to ensure continuity of work.
- b) Apply and get approvals for Attendance and Leaves one day before the last working day to avoid any deduction from the full and final settlement.
- c) Get all the reimbursements updated and approved in the system one day before the last working day to ensure all rightful dues are paid along with full and final settlement.

### 2. Collaborate with IT

- a) Return company assets such as Laptop, IT and Non-IT equipment(s) in your possession one day before your last working day to avoid deduction of asset amount from the full and final settlement.

### 3. Complete following on Employee Self Service

- a) Submit Income Tax proofs in ESS to avoid excess income tax deduction.
- b) Update Gratuity Declaration in ESS to avoid Income tax deduction on Gratuity payment (if applicable).
- c) Update Leave Encashment Declaration in ESS to avoid income tax deduction on Leave Encashment (if applicable).
- d) Activate UAN and complete KYC on EPFO portal for hassle-free transfer or withdrawal of provident fund - <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>

### 4. Get your clearances completed

- a) Get the following clearances completed proactively before last working day. This ensures the timely completion of your full and final settlement.

#	Clearance Type	Clearance Agent

- b) Your Full and Final settlement will be processed within 3-5 days from your last working day, provided exit formalities and clearances are completed basis these instructions.

### 5. Provide Feedback

Give your valuable feedback in the Exit Interview in ESS

## Annexure 2: Understand Provisional Full and Final Settlement calculation

1. Your salary till last working day is shown under Earnings assuming that there will not be any absence during notice period.
2. All the statutory deductions are shown under **Deductions**.
3. Shortfall in notice period and PL encashment is shown under **Particulars**.
4. Any leaves availed over and above the pro-rata eligibility till your last working day are treated as loss of pay.