



---

## Exit Management - SPOC

---

**From** ecmsprocess.in@capgemini.com <ecmsprocess.in@capgemini.com>

**Date** Sat 9/6/2025 4:47 AM

**To** SHEIKNAZARANA23@GMAIL.COM <SHEIKNAZARANA23@GMAIL.COM>; Nazarana, Sheik  
<sheik.nazarana@capgemini.com>



Dear Colleague,

We are saddened with your decision to leave Capgemini and we are sure it is a well thought through decision.

We would like to ensure that your experience while leaving the Organization is as good as when you are with the Organization. We hereby allocate an **Exit Management SPOC – Rashmi H K** <[rashmi.h-k@capgemini.com](mailto:rashmi.h-k@capgemini.com)> who will help you in completing your clearance process smoothly.

The SPOC will also help you understand the FnF process and guide on retivals like PF and Gratuity.

An exit orientation session will be conducted shortly, please attend the same to seek clarity.

You can also reach out to **Rashmi** at your convenience and seek clarity as required.

Alternatively, you may reach out to Smart Services Desk at +91 80 66442727 for voice based assistance to resolve your queries.