



Saierangan Vigneswaran <saierangan.vigne@tigeranalytics.com>

Resignation Approved - Exit formalities - Next steps

Tiger Analytics <noreply@darwinbox.in>

Wed, Feb 26, 2025 at 12:12 PM

To: saierangan.vigne@tigeranalytics.com

Cc: sivani.nanda@tigeranalytics.com, roshini.rajagopal@tigeranalytics.com, vivek.sundararam@tigeranalytics.com, gokul.ravi@tigeranalytics.com, ridhi.bansal@tigeranalytics.com

Hi **Saierangan Gowri Vigneswaran (806767)**

We accept your resignation. Thank you for your contributions to Tiger Analytics. Your last working day is on **11-Apr-2025**. Please plan accordingly. We will connect with you closer to the last working day to initiate exit actions. This email is to guide you through the separation process. The following are the expectations from you:

1. The exit interview form in the DarwinBox portal has to be completed by you before the last working day. This will be available 10 days prior to the last working day
2. Kindly update your **personal email ID** in the Darwinbox portal by following these steps - Edit profile > Personal details > Contact information > Edit personal email ID.
3. Please coordinate with your manager to facilitate a seamless handover and complete manager clearance in Darwinbox on your last working day. Our records show that **Arvind Mahishi R** is your current project manager. If there are any changes to this, please email to PeopleOps@tigeranalytics.com with the updated manager details for us to correct the manager and retrigger the manager clearance form to them.

If you have opted for the **Happay card (meal voucher)**, kindly ensure to clear your wallet balance in your account after your F&F is complete (i.e.) within **30 days** from your **Last Working Day (LWD)**. This would enable Tiger Analytics to delete your name from our corporate list and enable you to avail meal vouchers from your future employer without any hassles.

Options to reduce the balance

- Use happay card at food outlets (Supermarkets, Grocery, Restaurants) – POS Machine Swipe/grocery stores/restaurants
- Swiggy – My account - Swiggy Money - Add Balance - Enter Amount - Enter Card Details
- BigBasket – bbWallet - Add Money - Enter Amount - Enter Card Details

4. Ensure to download your last six-month payslips from the Darwinbox portal. (Follow Path->> Go to Dashboard -> Compensation - Payslips -> View & Download)

5. Your Proof of Investments window will be open until your last working day. Please submit your proof of investments (if you have chosen Old Tax Regime) for the current financial year in the IT declaration section under Compensation in Darwinbox for tax calculation. For guidance, refer to the FAQ in Darwin --> HR Documents --> Finance Walkthrough --> Guide to Submit IT Declaration. If you have any questions about the POI submission, please write to tigeranalyticspayroll@darwinbox.in.

6. Salary on hold: Please note that up to 45-60 days of salary will be on hold post your resignation. The full and final settlement will be cleared by the end of your relieving month subject to submission of assets on or before 23rd.

7. On your last working day (EOD), the IT team will wipe off all your data from the laptop. Please make sure, as part of your Knowledge Transfer (KT), the data available including the ones on your local drive is handed over to your manager prior to your last working day and your manager has cleared the clearance task in the Darwinbox portal.

8. Submit all assets of Tiger (laptops, charger, mouse, RSA token, pen-drive, property of the project, ID card, and any other assets) you currently have custody of.

Return the assets in person to the IT team at one of the following office locations:

Office Location	Address
Chennai	IT Team, Tiger Analytics, No: 143, RMZ Millenia Business Park, Campus 5 (2nd floor), Kandanchavadi, MGR, Road, Perungudi, Chennai – 600096
Bangalore	IT Team, Tiger Analytics, Prestige Tech Park, 1st floor, Mercury Block, Kadubeesanahalli, Bengaluru, Karnataka, 560103
Hyderabad	IT Team, Tiger Analytics, 8th Floor, iSprout, Divyasree Trinity, Plot No 5 & 6, Hitech City Rd, Madhapur, Telangana 500081

In case of shipping, send the assets to the IT team at the Chennai office address. For reimbursement of shipping charges, please send a copy of the receipt to it.helpdesk@tigeranalytics.com

Reach out to the IT Helpdesk (+91 9150086094, +919150086095) in case of any queries.

9. Confidentiality & Data Protection: As per Tiger's policy and the Non-Disclosure Agreement (NDA) you signed during onboarding, all data, documents, and project work created during your employment are the exclusive property of Tiger and Tiger's Clients.

You are strictly prohibited from transferring, storing, or sharing any company or client data to personal emails, cloud storage, external devices, or any unauthorized platform. Your actions within Tiger and Client systems are monitored. Any violation of confidentiality obligations will be treated as a security breach and may result in legal action, holding of full and final settlement, and non-clearance of future Background Verifications.

FAQs:

1. When & How will I get my relieving letter?

On confirmation of the IT team receiving the assets, You will get the relieving letter on your personal email ID. Please ensure you update your personal email ID in the Darwinbox portal. Follow path >> Edit profile - Personal details - Contact information - Edit personal email ID

2. When will I get my final settlement?

The full and final settlement will be cleared by the end of your relieving month subject to submission of assets.

3. When will I receive my experience letter?

On confirmation of the IT team receiving the assets, and after processing your Full and Final settlement, you will get your experience letter. Reach out to peopleops@tigeranalytics.com if you have not received it.

4. What are the assets I should submit during relieving?

You need to submit your laptop, charger, mouse and ID card and any other physical asset you hold.

Feel free to reach out to peopleops@tigeranalytics.com for any queries.

We wish you the best in your future endeavours.

[Click Here](#) to view the page.

Thanks & Regards

People Operations team

Email: Peopleops@tigeranalytics.com

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