

Separation Information

Dear Employee,

Please refer to the below separation information.

1. Full and final settlement will be made within 30 days from the date of issuing the relieving letter, subject to no dues and relevant details also being made available in no dues form. (Includes current month salary, Leave encashment and Gratuity if applicable).
2. Once your full & final settlement is credited into your salary account, do reach out to us at hrops@moschip.com for the current month's pay slip and tax computation sheet.
3. We recommend you initiate your PF transfer from the UAN portal after the completion of 2 months duration with your new organization.
4. Medical Insurance will be deactivated on your last working day.
5. Download all the required documents like pay slips, from STOHRM on/before last working day.
6. Relieving letters will be issued upon no due clearance from all the stakeholders.
7. For BGV- employment verification, reach out to us at employment@moschip.com.

We wish you all the best.

Regards,

HR - Team.