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**Communication on Separation Process | 1562-Venkata Narasimha Rao | 10-Jan-25 | MosChip - Hyderabad**

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**From** Ravali Ananthoju <ravali.ananthoju@moschip.com>

**Date** Wed 1/8/2025 3:13 PM

**To** Venkata Narasimha Rao <venkata.narasimha@moschip.com>

**Cc** Dathatreya Gunnala <dathatreya.gunnala@moschip.com>; Manoj Kumar Nayak <manoj.nayak@moschip.com>; Santhosh Kumar Mudhalkar <santhosh.mudhalkar@moschip.com>

Dear Venkata,

Please be informed that, as part of the separation process, you will receive the following tasks and documents from Keka. Kindly check and complete them accordingly.

- Full Time Offboarding Task (Exit Clearance Form) Task - Check your Keka Inbox-One day prior to last working day.
- Attendance Task - Ensure the attendance and leaves availed if any are applied in Keka till LWD and complete the task.
- Separation Information Task - Ensure you refer to the post separation information document provided in task and give your acknowledgement by completing the task as instructed below.
- Leave Encashment Form - Digital Signature (you will receive the document on last working day from Keka).
- Exit NDA - Digital Signature (you will receive the document on last working day from Keka).

**Instructions:**

- Please change the status from not started to complete and save it once it is done.
- Please mention both Date and Last Working Day date as 10-Jan-25 & Location as Hyderabad in Exit clearance form. Scan the document with clear vision and upload it in the task and complete.

Please make sure you download all the compensation-related documents mentioned below from our payroll portal ASCENT (STOHRM) & Keka.

**Ascent:**

- Pay slips
- Form16 of previous years
- Tax computation w.r.t month and
- Other documents which are related to your employment.

**Keka:**

- Offer Letter
- Hike Letter if any
- Designation Letter if any
- ESOP letter if any

Also, **complete exit survey in Keka**. So please provide your feedback without fail as it's a part of separation process.

Please share us the investment proofs(HRA) if you have declared any, else exceptions will not be considered.

If you have any queries / concerns about your Tax exemption, then you may approach [payroll@moschip.com](mailto:payroll@moschip.com) ASAP.

Please reach out to me on **8074150382/ MS - Teams** during working hours, If you have any concerns.

Regards,

**Ravali Ananthoju**

Executive - Human Resources



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