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**[External] Your resignation has been processed in the tool and next steps**


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**From** Off-boarding Update <noreply@oracle.com>  
**Date** Tue 4/1/2025 9:00 AM  
**To** Venkatesan D1 <venkatesan.d1@mphasis.com>

 **Warning ! Exercise caution – External Mail.**

Dear Venkatesan D,

Your separation has been processed in the tool. Your manager will take appropriate actions and inform you about your last working day and any other formalities to be completed for a smooth exit.

In the interim period, please be reminded that you are still bound by the Mphasis Code of Business Conduct and are urged to comply with the following guidelines, applicable to all Mphasians:

**1. Compliance to organizational policies:**

The Terms and Conditions of your employment are applicable till the last day of your employment with Mphasis, especially with regard to HR Standing orders and Information Security policies. To refer the respective policy, [click here](#) and to refer to the employee handbook, [click here](#) for more details.

Please ensure that you are carefully reviewing the terms of your offer letter and complying with any Non-Solicitation clause that may be present therein. As a reminder, the terms of this offer letter remain binding even after completion of your employment with Mphasis for the time period specified in the offer letter. This is in addition to your obligations under the Invention Assignment and Non-Solicitation Agreement

**2. Process to download documents:**

Do not send any mail to your personal e-mail Id. Your access to send mails to personal e-mail ids has been blocked and any attempt will result in violation of company policies and a disciplinary action.

**Specific to Offshore:**

You may have requirement to send your pay slips or Income Tax Statement or Form-16 to your personal e-mail Id. In such cases, you can:

- Download the documents from E-payroll.
- Raise a HR Helpdesk ticket in [AppAccess](#), upload attachments and specify your personal e-mail id, to which all the attachments should be forwarded.
- HR Helpdesk will forward the documents to your personal e-mail id specified in the ticket.

**Specific to Onsite:**

An HR ticket needs to be raised for assistance on any documents. Specific to US and Canada employees, ADP I-Pay access will remain enabled for 3 years post separation.

**3. Proprietary Information:**

You agree at all times during the term of your employment and thereafter (without limit of time):

- Not to copy/forward any Mphasis or client information outside Mphasis in any physical or digital form.
- Comply to confidentiality and non-disclosure agreements signed with Mphasis and/or its clients by not disclosing any confidential information to any person or entity without written authorization of the company.
- Publishing any Mphasis or client information on social media sites is not permitted.
- Return to Mphasis all proprietary information including copies of paper, hard disk drive, tape or any other media upon termination or cessation of your employment.

**Note:** Confidential Information means any company proprietary or confidential information, project plans, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to, research, business plans, products, product improvements, processes and process documents, service, projects, proposal, all work produced by you during normal hours or not, computer program, documentation, customer lists and

customers, markets, software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, strategies, discoveries and the title and description of any patents or patent applications files by the Company in any country or jurisdiction.

**Please be informed:** For all pre-separated employees, Finance payroll team checks the recovery due based on the pending advances, income tax liability, joining bonus, ELLA/MLA bond, etc., if the recovery is higher than the payable salary, you may be responsible for reimbursing the company for the remaining balance. Your relieving letter will be kept on hold until the recovery is paid off.

Once the resignation is approved, you will not be able to send emails to external domains (except client domains). All the external mails will be subjected to Data Loss prevention (DLP) checks and hence you are requested not to send mails with any confidential information. If you need to continue having the capability of sending mails to external domains, please raise a security exception ticket at URL <https://mphasisin2.service-now.com/> and attach L10 approval.

We are confident that you will comply to the above Mphasis policies, procedures, and standards. However, any violations may lead to termination of your employment, even during your notice period. Hence, you are cautioned to act responsibly and avoid activities that could hamper a clean exit for yourself.

We will reach out to you again about a week prior to your last working day. In the meanwhile, your HRBP and manager are always there to support you. Ask Dexter in case you need assistance with the separation policy and guidelines on PF, Gratuity and more!

Regards,  
Global HR Operations

**\* This is a system generated mail. Please do not reply \***

#### HR Help Desk

AppAccess > Ease+ > Click on HR (Icon) > Dexter > In Dexter type 'Create HR Ticket' & follow the link to raise a HR ticket.  
Active employee can [click here](#) to raise a HR ticket.

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