



Ashish Mewal &lt;amewal@msystechnologies.com&gt;

## Last working day confirmation-Ashish Ravindra Mewal-3947

1 message

Shivashankara K &lt;ssiddhishama@msystechnologies.com&gt;

Thu, Oct 17, 2024 at 4:36 PM

To: amewal@msystechnologies.com

Cc: HRCOE &lt;hrcoe@msystechnologies.com&gt;

Hi **Ashish Ravindra Mewal**,

This is to inform you that your last working day is confirmed and we would be able to relieve you by the end of business hours of 05<sup>th</sup> November 2024, as per the 'no dependency' confirmation received from your manager.

Please make a note that as per the NDA signed by you and clauses 5.2 (c), (d), and (e) in particular, you will not directly or indirectly solicit engagements with any current or prospective client of MSys for a period of 36 months following termination of employment. Breaching the clauses would lead to necessary action not limited to legal.

Also, The employee who exits the organization hereby confirms that has not and will not copy, share, or utilize any of the Organization's or its client's data in any form. The Employee acknowledges bearing sole responsibility for any such actions and is fully aware that the Organization will take legal action, including but not limited to seeking damages, against any breach of this obligation.

**Below are a few important points to take care of during the notice period / relieving:**

- Please ensure to handover your work / task to your colleague / new hire on or before your exit date
- You are not eligible to avail leaves when serving your notice period.
- Your exit formalities will be conducted on your last working day by the HR team.
- Please ensure that all items given to you have been returned in proper working condition as applicable, at the time of relieving. Here's a quick checklist.
  - (i) Laptop & other accessories (MSys' and client's assets as applicable)
  - (ii) Keys of Drawers (if available)
  - (iii) ID and Access Cards (if available)
- You will receive your Relieving letter through email within 2 days of your relieving date subject to clearance of no dues from your Project Manager as well as submission of all the company / client assets in good working condition and confirmation by the IT team on the receipt of IT assets.
- You will receive your Experience letter in 30 to 45 working days from the date of exit (subject to no dues clearance from all concerned departments).
- Please write to **hrcoe@msystechnologies.com** directly for your queries regarding experience and relieving letters
- Your official email ID will be deactivated from the day of your exit. Please download your Form 16, pay slips, any gift vouchers shared on your mail id, etc.
- You will receive your full & final settlement in the payroll of the month following the relieving month.
- Update Keka for attendance which helps us for leave calculation & leave encashment. No shows in attendance will be considered as LOP and leave encashment will be deducted accordingly.
- Any queries related to tax proof documents kindly contact **payroll@msystechnologies.com**.

**Note:**

1. In case you are couriering the IT assets after relieving, the address is shared below. Request you to take Insurance for Laptop & follow necessary safety measures while couriering, to ensure the assets do not get damaged. Also, please share tracking details to us and talk to the IT team for any clarification.
2. In case you are submitting the assets in person, please let us know in advance, so that we can keep the Security desk informed.

**Contact person:** Sagar Mahajan (IT team)

**Contact No:** +91 9049416024

**Address:**

M/s. MSys Tech India Private Limited, 2<sup>nd</sup> Floor, Midas Tower, Phase 1, Hinjewadi Rajiv Gandhi Infotech Park, Hinjawadi, Pune, Maharashtra 411057

Please acknowledge the receipt of this mail and get in touch with us for any clarifications.

We hope someday you will consider re-joining our team at MSys. We at MSys would be happy to have you back with us. Thank you for your contribution!! Wishing you good luck!!



**Shivashankara K**

Human Resources

HR CoE

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**W:** [www.msystechnologies.com](http://www.msystechnologies.com)

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