

Gowtham Ochanan, Integra-PDY, IN

From: Swarna Mungara, Integra-PDY, IN
Sent: Monday, June 17, 2019 3:53 PM
To: Gowtham Ochanan, Integra-PDY, IN
Cc: HR Admin, Integra-PDY, IN; Subalakshmi Anandasayanam, Integra-PDY, IN; Nitesh Iswalkar, Integra-PDY, IN
Subject: Resignation Acceptance

Dear Gowtham,

Your resignation mail dated April 22, 2019 has been accepted and your last working day will be June 21, 2019.

During the notice period you are not entitled to take leave except on medical grounds which has to be authorized by the company certified doctor. If any leave is availed during the notice period such day/days will be excluded in the notice period.

After completion and compliance of your obligations, you are required to submit a "No Dues" Clearance obtained from the concerned Departments and feel free to contact the undersigned if you need any doubts or clarifications.

Regards,
Swarna

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