



Resignation Request | VL12124 Pavan Kumar Gunturi- Pavan Kumar Gunturi is approved

From Veltris HR <hradmin@veltris.com>

Date Tue 1/28/2025 12:52 PM

To Pavan Kumar GVS <pavan.g@veltris.com>

Cc Srinivasa <srinivasa@veltris.com>; Sushma Chebrolu <sushma.chebrolu@veltris.com>; Durgaprasad Patha <durgaprasad.patha@veltris.com>; Sudhakar Reddy D <sudhakard@veltris.com>; Uday Joshi <uday.joshi@veltris.com>; Nikhila Iella <nikhila.lella@veltris.com>; Faraz Baig <mirzafaraz.baig@veltris.com>; Aanchal Saxena <aanchal.saxena@veltris.com>; Siva Kumar <siva@veltris.com>; Perna Maurya <perna.maurya@veltris.com>; Analytics <analytics@veltris.com>; Saranya <saranya@veltris.com>

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Hi Pavan Kumar Gunturi,

This email is to inform you that your resignation dated 23-Nov-2024 has been accepted by your reporting manager. Your last date working as agreed upon between you and your manager is 21-Feb-2025.

Request you to plan your work accordingly. We also request you to start your knowledge transfer.

As a heads-up, please take note of the following:

1. Please download your past 6 months' pay slips from the Zoho Payroll and save them with you for your reference.
2. If you are a member of PF during your tenure, please login to your EPF member portal and verify all the relevant details relating to your employment details with Westagile IT Labs India Pvt Ltd are correctly appearing are not. If not please reach out to ramamurthy.b@veltris.com for necessary assistance.
3. If you have any investment proofs to be submitted that needs to be considered for tax calculation purposes, in your final settlement, please send an email to srinivasa@veltris.com asking to open the Investment Submission Portal.
4. The F&F and experience letter will be issued within 45 days after the last working day. *Exceptions may apply based on the mode of exit.

All the best!

Click [here](#) to view the record details

Regards,
Veltris HR
Veltris