



Yatan Kumar <yatan.kumar@accolitedigital.com>

Steps to be followed for Exit process

3 messages

Accolite Digital <noreply@darwinbox.in>
To: yatan.kumar@accolitedigital.com

Fri, Dec 10, 2021 at 2:10 AM



Hi Yatan Kumar,

Further to your last day 17-Dec-2021 please find below the steps to be followed for the exit process. Please get sign-off in the HRMS tool from the concerned person/department (as per the below mail).

1. Manager sign off - Resignation and NDC Required to be approved in HRMS Portal.
2. IT clearance – You can handover the laptop and other accessories to santhosh.hegdal@accolitedigital.com / duryodhan.m@accolitedigital.com
Courier Address:- Accolite Digital India Private Limited, 2nd Floor, Umiya Business Bay, Tower 1, Cessna Business Park, [Marathahalli-Sarjapur Outer Ring Road, Kadubeesanahalli, Bengaluru, Karnataka 560103](#)
3. Finance clearance – Please drop a mail to Ramesh(ramesh.gorrela@accolitedigital.com) ,Goutham(goutham.m@accolitedigital.com) & Venkat(venkat.bobba@accolitedigital.com) for Finance clearance in HRMS portal.
4. Health insurance(if any) – will be taken care by HR

Please Note: All the sign-offs has to happen on HRMS portal only. Mail Acknowledgement will not be considered as a part of the Sign-off Process.

Please ensure that all proofs for tax calculation purposes have already been submitted. Once we get sign-off from the stake-holders on your last day, we will provide you with the provisional relieving letter.

Once your F&F is ready – HR will release your relieving and experience letters. Also please share your personal email id and contact details for future correspondence.

Please request your future employer to send all BGV requests to: Ex-employeeBGV@accolitedigital.com

For all post exit queries, please refer to the below ID: postexitqueries@accolitedigital.com

Regards,
TEP team

Powered By : [Darwinbox](#)

Yatan Kumar <yatan.kumar@accolitedigital.com>
To: jatinbansalprogrammer@gmail.com

Fri, Dec 10, 2021 at 3:56 PM

[Quoted text hidden]

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Thanks & Regards
Yatan Kumar(Senior Software Engineer)
Accolite Digital India Pvt. Ltd.

Mail Delivery Subsystem <mailer-daemon@googlemail.com>
To: yatan.kumar@accolitedigital.com

Fri, Dec 10, 2021 at 3:57 PM



Message blocked

Your message to jatinbansalprogrammer@gmail.com has been blocked. See technical details below for more information.

The response was:

Message bounced due to organizational settings.

Final-Recipient: rfc822; jatinbansalprogrammer@gmail.com

Action: failed

Status: 5.0.0

Diagnostic-Code: smtp; Message bounced due to organizational settings.

Last-Attempt-Date: Fri, 10 Dec 2021 02:27:00 -0800 (PST)

----- Forwarded message -----

From: Yatan Kumar <yatan.kumar@accolitedigital.com>

To: jatinbansalprogrammer@gmail.com

Cc:

Bcc:

Date: Fri, 10 Dec 2021 15:56:49 +0530

Subject: Fwd: Steps to be followed for Exit process

----- Message truncated -----