

# Krishnanand Sivaraj (2562496) Resignation

jobdanielraj.john@verizon.com

Sat 2/18/2017 10:06 AM

To: Sivaraj, Krishnanand <krishnanand.sivaraj@one.verizon.com>;

Cc: Palani, Kamalakannan X <kamalakannan.x.palani@one.verizon.com>; John, Jobdanielraj X <jobdanielraj.john@one.verizon.com>; Karunanidhi, Navithal <navithal.karunanidhi@one.verizon.com>; VDSIndiapayroll <VDSIndiapayroll@one.verizon.com>; Pullaihgari, Gopinath <gopinath.pullaihgari@one.verizon.com>; Kumar G, Manish <manishkumar.jain@one.verizon.com>; Sreenivasan, Anand (Anand - HR) <anand.sreenivasan@one.verizon.com>; Karthik, Rama (Rama Karthik) <rama.karthik@one.verizon.com>;

**Dear Krishnanand Sivaraj (2562496) ,**

This is in reference to your resignation dated **03 Jan 2017** .

We have discussed the same with your supervisor and are in agreement to relieve you from the services of Verizon Data Services (India) on **03 Mar 2017**.

Request you to obtain a "No Due clearance" on the ESMS Tool from all the Stakeholders as below within the timelines mentioned. **It is your RESPONSIBILITY to obtain the "No Dues Clearance" within the timelines. Please note that the Full and Final settlement will not be initiated unless the "No Dues Clearance" is obtained on the ESMS Tool on or before 03 Mar 2017.**

S No.	Exit formalities index	Key dates for employees to remember
1.	Update of Communication Address and personal email id	7 Working Days prior to LWD
2.	Exit Interview form	7 Working Days prior to LWD
3.	Employee to acknowledge Inventories	7 Working Days prior to LWD
4.	Obtain No dues Clearance from Supervisor	Within 6 Working Days prior to LWD
5.	Obtain No dues Clearance from Facility, Travel	Within 6 Working Days prior to LWD
6.	Proofs Submission (Reimbursements and Investments)	Within 6 Working Days prior to LWD
7.	Obtain No dues clearance from Human Resource	Within 6 Working Days prior to LWD
8.	Obtain No dues clearance from Finance	Within 6 Working Days prior to LWD
9.	Obtain No dues clearance from ITIM	LWD
10.	Obtain No dues clearance from Security	LWD

## Important activity to be completed by employee

Request you to review and update the residential address, contact number and email id in "About you" as below. Please note that this address / email id and contact number will be considered for any communication sent to you in future including Service Review letter, Relieving letter and Form 16. Hence make sure that these details are correctly updated.

Residential Address - About You / Your Info / Contact & Address / Home Address  
Contact number - About You / Your Info / Contact & Address / Phone / Personal Mobile  
Personal Email id - About You / Your Info / Contact & Address / Email / Home

[Click here](#) to update the residential address, contact number and email id in "About you".

Request you to [Click here](#) to refer to the process document on your roles and responsibilities related to the exit formalities. Please ensure that you complete the exit formalities on or before 03 Mar 2017.

Regards,  
Jobdanielraj John  
Human Resource Business Partner.