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Resign
Ganes

Dear Associate

Request you to complete the following formalities before your last working day

Important Information:

A) In case of change in your last working day, please get in touch with your **AR**. (by logging into **Talent @Zensar App>>My Profile>> Project >>AR name)**

B) If you want to withdraw your resignation, kindly connect with your Associate executive.

C) To facilitate the Clearance Process in the system for seamless exit formalities exit clearance status by logging into **oracle HRMS- Zensar Associates Self Service** or **Check your exit clearance status by logging Talent@Zensar App**.

D) In case you want to connect to any respective department POC for clearance attached Contact details.

- 1) **Manager Clearance:** - Your 1st up Manager needs to provide clearance Clearance Page.
- 2) **Admin Team:** For Admin clearance, kindly submit your Car/Bus pass/Ve /Drawer Keys/DLF Card/SIM Card/ID & Access Card a day before your L location in the contact details), they will issue a temporary ID card.

In case you are availing any of the aforesaid facility, and failing to submit a to the team, it will result in deduction of amount from your F N F.

- 3) **TIMS-Logistic Clearance:** -
 - ✓ Please raise an e-form a day before your LWD, if the desktop is allocate
 - ✓ Kindly submit your Laptop/assigned asset by the company, to the logist
 - ✓ If an associate fails to return the Laptop, Rs. 1 Lakh will be recovered. Al done if assets are submitted to any of your Colleagues/Manager.
 - ✓ In case, if any assigned asset (mentioned in the Logistic Page) is not retu will be deducted from your F N F.