



Abul Kalam &lt;abul.kalam@byjus.com&gt;

## Exit Initiation Approved\_Complete Exit Formalities

1 message

**Sumanta Kumar Bhowmik** <system@successfactors.com>  
Reply-To: Sumanta Kumar Bhowmik <sumanta.bhowmik@byjus.com>  
To: Mohammed Abul Kalam Shabaz <abul.kalam@byjus.com>

Fri, Jul 28, 2023 at 12:48 PM



Dear **Mohammed Abul Kalam Shabaz**,

Please note as per our record your LWD is .

This is to inform you about the exit formalities that you need to complete as a part of the offboarding process. The Full and Final Settlement and relieving documents (if eligible), will be shared only after you complete the below mentioned steps (submission and clearance of all issued assets and financial dues, if any). Please ignore this email if you have already completed the exit formalities.

### How to complete your Exit Formalities?

#### 1. Assets Submission

Assets provided during your tenure must be returned in proper working condition on or after your Last working date as follows.

- 1) Assets may be submitted to the below address.

#### Bangalore Office Address:

Think and Learn Pvt Ltd

2nd floor, Building Number B1, Plot numbers 183, [184](#), [185](#), [187](#), [Bommasandra Industrial Area, Jigani](#) Hobli, Bommasandra, Bangalore – 560105

2) Assets may be submitted in the regional offices. Please reach out to your HRBP/Location HR for further assistance.

**Note: If the assets are not submitted within 1 month following your LWD your F&F settlement will be processed with the deduction of assets value as shared by the assets recovery team. Any misplaced or damaged assets will lead to a penalty in your F&F settlement.**

## 2. Advance Payments

If you have received any advance payments from the company, you are required to submit the bills for the expenses incurred to your reporting manager. Otherwise, the payments would be recovered from your Full and Final Settlement.

## 3. Exit Interview

Exit interviews should be completed through the 'Exit Interview' section in your profile in SuccessFactors (HR portal).

### How is clearance given for FnF and relieving documents?

Clearance is provided by Assets Recovery, Ola, Finance and ICR (Sales Only) Teams. There is no action required from your end on this step as this will be managed internally. However, for all of these clearances to be provided, it is essential that you complete all the exit formalities at the earliest. Once the clearances are provided, the full and final settlement should be processed within 30 working days. In case your F&F settlement is not completed within the said date, please reach out to [employeefnf@byjus.com](mailto:employeefnf@byjus.com).

### Points to Note

- Non-submission of the ID card may lead to deduction of INR 200 from your F&F settlement.
- Non-submission of relevant documents may lead to a delay in F&F settlement or deductions from your F&F settlement.
- Please ensure that your attendance and leaves are up-to-date on the HR portal (SuccessFactors), and any requests that are pending for approval with your reporting manager are approved before your last working date.

- If you are a part of the the Sales department (BDA/BDT/PSA/ISA), please ensure that your attendance is correct on the Achieve portal as well. All attendance disputes must be raised and approved before your last working date.
- Type of Relieving document will be dependent on your employment type along with the eligibility based on your tenure in the organization.

For any queries, please write to [separations@byjus.com](mailto:separations@byjus.com).

Warm Regards,

Team BYJU'S

This is a system generated email, please do not reply.

**SAP SuccessFactors** 