



Kiran Nelloru <nellorukiran@gmail.com>

Fw: Separation Request Accepted_ Kiran Nelloru, 3448

2 messages

Kiran Nelloru <KNelloru@altimetrik.com>
To: "nellorukiran@gmail.com" <nellorukiran@gmail.com>

Fri, Jan 29, 2021 at 4:47 PM

From: notifications@employwise.com <notifications@employwise.com>
Sent: Friday, January 29, 2021 3:50 PM
To: Kiran Nelloru <KNelloru@altimetrik.com>
Cc: separation in <separation-in@altimetrik.com>; Sairam Balachandran <sbalachandran@altimetrik.com>
Subject: Separation Request Accepted_ Kiran Nelloru, 3448

Dear Kiran Nelloru,

This is to acknowledge the receipt of your resignation and acceptance.

You will be relieved from your duties effective 15/03/2021, subject to obtaining clearances from the respective departments.

For any further clarification you can write to us at separation-in@altimetrik.com. Alternatively, you can reach out to your respective HRBP

Note:

1. You can take a print of this mail as a confirmation of your resignation and acceptance of the same.
2. Gratuity payment if any, will be transferred to your bank account as per company records. Please write to separation-in@altimetrik.com if there is change in your bank account details
3. Relieving letter cum Service certificate and final dues will be settled no later than the payroll of the following month from the date of release from service, subject to complete adherence of the clauses
4. Un-availed/adjusted leaves(Upto 30 days) will be en-cashed as part of Full and Final Settlement

Kindly login to [EmployWise](#) to view your Separation details

Regards,

Human Resources

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WARNING: Computer viruses can be transmitted via email. The recipient should take responsibility to check this email and any attachments for the presence of any viruses before they accept into their network / systems.

Kiran Nelloru <KNelloru@altimetrik.com>
To: "nellorukiran@gmail.com" <nellorukiran@gmail.com>

Wed, Feb 24, 2021 at 6:17 PM

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From: separation in <separation-in@altimetrik.com>
Sent: Wednesday, February 24, 2021 2:12:04 PM
To: Kiran Nelloru <KNelloru@altimetrik.com>
Cc: Sairam Balachandran <sbalachandran@altimetrik.com>
Subject: Separation Request Accepted_ Kiran Nelloru, 3448

Dear Kiran Nelloru,

This is to acknowledge the receipt of your resignation and acceptance.

You will be relieved from your duties effective 24/02/2021, subject to obtaining clearances from the respective departments.

For any further clarification you can write to us at separation-in@altimetrik.com. Alternatively, you can reach out to your respective HRBP

Note:

1. You can take a print of this mail as a confirmation of your resignation and acceptance of the same.
2. Gratuity payment if any, will be transferred to your bank account as per company records. Please write to separation-in@altimetrik.com if there is change in your bank account details
3. Relieving letter cum Service certificate and final dues will be settled no later than the payroll of the following month from the date of release from service, subject to complete adherence of the clauses
4. Un-availed/adjusted leaves(Upto 30 days) will be en-cashed as part of Full and Final Settlement

Kindly login to [EmployWise](#) to view your Separation details

Regards,

Human Resources

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