

Niket Kumar

From: Neethu Vijaykumar
Sent: 28 September 2018 14:51
To: Niket Kumar
Cc: Shekhar Varma; Arunachalam S; HCM; ITIS; Vasant Thakre
Subject: Exit formalities of Niket Kumar (PDT-1, 3003)

Hi Niket,

This is in reference to your resignation; your last working day with Zycus would be **September 28th 2018**.

Please note you will be eligible to receive Service Certificate and full & final settlement on completion of below exit formalities.

Important Points

1. Completion of Exit feedback on HR Mantra (path of exit link given below.)
 - a. **Exit Link:** <http://intranet.ezee/> → **HRMS** → **HRIS** → **Self Service** → **Exit Interview**
2. Rationalize your attendance/leaves on HR Mantra & get it approved from your manager before your last day.
3. Submission of clearance form duly signed by the respective department's manager as mentioned in the clearance form on the last working day.
4. Submission of Employee Deregistration Form to the **ITIS department** on the last working day.
5. Submission of Visiting cards & Swipe card to the reception on the last working day.
6. Respective HRBP will conduct exit interview **on or before** the last working day.
7. Your Full & Final settlement would get credited to your account on **October 31st 2018**. You shall receive your Service Certificate latest by **November 15th 2018**.
Draft F&F calculation sheet will be shared with you on your personal email ID 3 days prior to payout; you are required to give your confirmation on the same to make the payment.
8. In case you are eligible for incentive/variable pay, please get your claim cleared with your manager before your last working day.
9. Investment proofs if any submit it to HR Operations before last working day to be incorporated in F&F Settlement.
10. Note down your ESS Credentials & Url, it will be accessible until your F&F settlement is processed, download your Pay slips, Form 16 or Tax slip for future reference.

You may connect with us for any further query or doubt.

Regards,

HR Operation / HCM Team