



Padmanaban Arunachalam <padmanaban20892@gmail.com>

Notice of Separation - 20303803

1 message

mywipro.employeeeseparation@wipro.com <mywipro.employeeeseparation@wipro.com>

28 November 2023 at 09:53

To: padmanaban.a38@wipro.com

Cc: radhakrishnan.dakshinamoorthy@wipro.com, padmanaban20892@gmail.com, krishna.maruvada@wipro.com, relievingdocument.hrss@wipro.com

This is an Auto Generated Mail

Dear Padmanaban A,

Please be informed that your last working date has been updated as 01-DEC-2023 by your HR.

Kindly complete all separation formalities prior to your last working day.

Please refer the attached document/s for clearance guidelines.

Please be advised that during your notice period, unauthorized transfer of any official data / information / files may lead to separation from the company which may include termination from the services without assigning any reasons.

You are hereby advised to continue to adhere to the continued confidentiality obligations in respect of all Wipro policies including COBC and Information Security as employee.

Please note that you will not be able to Apply/Cancel/Modify/Reverse any leaves or OOD for last 3 working days from your relieving date. Kindly ensure all leave/attendance/efforts corrections are done 3 working days prior to last working day. No helpline or email request on such modifications will be accepted.

We wish you the very best in all your future endeavors!

Regards,
GPO - Global Offboarding Team

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3 attachments**No Dues Clearance Guidelines.pdf**

178K

**FAQ - PF settlement process.pdf**

147K

**Prospectus of policy portability.pdf**

113K