

**Zimbra****garunya.narendran@ini.concentrix.com**

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**Separation Initiated : 911750, Garunya Narendran**

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**From :** HumanResources@concentrix.com

Fri, Nov 24, 2017 01:12 AM

**Subject :** Separation Initiated : 911750, Garunya Narendran**To :** ratheesh muralidharan <ratheesh.muralidharan@concentrix.com>**Cc :** pankaj s <pankaj.s@concentrix.com>, Garunya Narendran <Garunya.Narendran@concentrix.com>, Akshatha Kumar <Akshatha.Kumar@concentrix.com>, Anula A <Anula.A@concentrix.com>, Kumkum Sahu <Kumkum.Sahu@concentrix.com>, ashutosh shukla <ashutosh.shukla@concentrix.com>, deepali sharma <deepali.sharma@concentrix.com>, govind negi <govind.negi@concentrix.com>, prateek burman1 <prateek.burman1@concentrix.com>, tanya ahuja <tanya.ahuja@concentrix.com>, upesh chawla <upesh.chawla@concentrix.com>, vandana verma <vandana.verma@concentrix.com>, manjunathan c <manjunathan.c@concentrix.com>

Dear All,

This is to inform you that Garunya Narendran, 911750 has resigned from the services w.e.f., 2017-11-24.

Would request you to accept / reject the separation raised for the said employee in PeopleSoft by the 2017-12-23.

Failure to accept / reject the resignation in PeopleSoft for the said employee by the above timeline, the case will be assumed to have your concurrence and an auto acceptance will be done to process separation of the employee from the Organization.

Important Note: Incase you reject the resignation the rejection has to be accepted by the employee to complete retention. Incase retention is not accepted by the employee till Last day (LDE), separation action will be performed to close the case.

Incuse of any changes to the separation reason / Last Date of Employment (LDE) and Notice term on or before LDE, you/Upline Manager need to reject the resignation on Peoplesoft (PS). Once the resignation is rejected employee should make necessary changes in resignation and click on tab (Reject the rejection).

Would request you to appropriately update the attendance record for the said employee till LDE.

Also, ensure that all client access for the said employee is also disabled / deleted within 24 hours from LDE.

Related Important Information:

Please note that the Resignation Acceptance Letter link will get activated for employee 3 days before LDE.

Employee / Manager needs to submit company assets to respective departments for clearance on or before LDE (as mentioned below).

- Security Assets - Permanent, Temporary ID Access Badge, DLF RF ID Card (if applicable), Client Access Card (if applicable) etc. to Location based Security Team.
- Manager Assets - Plantronics Headset & Adaptor. Please ensure that the clearance of the said asset(s) is/are updated accurately and appropriately in PeopleSoft by you within 5 Calendar days from the termination date of the employee.
- IT Assets - Laptop etc. to Location based IT Team.

All pending dues/loans/AMEX credit card amount (If applicable) have to be settled by employee on or before LDE.

In case of any pending assets/payments the same will be recovered in their Full and Final Settlement.

Request employee to contact F&F Department for any queries they may have on settlement of their dues with the company. Details given below:

Write to: Cnxdaksh.fullfinal@concentrix.com (Daksh Employees) | full.final@concentrix.com (Technologies & Services Employees)

Incase you have any queries on withdrawal / transfer of PF, request you to contact PF.

Write to: retirals@concentrix.com.

Regards,

Separation Team

Note: This is a system generated mail. Do not respond to this mailbox.

Daily marking of attendance is a MUST to create hassle free work environment.

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