

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

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**Acceptance of Resignation Garunya Narendran, 911750**

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**From :** HumanResources@concentrix.com

Wed, Dec 20, 2017 02:09 AM

**Subject :** Acceptance of Resignation Garunya Narendran, 911750**To :** Garunya Narendran <Garunya.Narendran@concentrix.com>**Cc :** ratheesh muralidharan <ratheesh.muralidharan@concentrix.com>

Dear Garunya Narendran,

With reference to your resignation we hereby acknowledge the receipt and accept the same.

Your Last Day in the Organization is 2017-12-23.

Please note that as per the terms and conditions of your employment, in case notice period is not served/partially served by you, salary in lieu thereof will be recovered from your full and final settlement.

Please ensure that all asset clearances have been obtained by you and all pending dues/loans/AMEX credit card amount (If applicable) have been settled. In case of any pending assets/payments the same will be recovered in your Full and Final Settlement.

Also, you are required to handover the applicable asset(s) (Plantronics Headset, Adaptor, Permanent and Temporary ID Access Badge) to the respective stakeholders for ECF clearances on or before your Last Day of Employment. However, required to submit the IT asset(s) to the concerned IT Department.

As a standard procedure, we take this opportunity to remind you of your continuing obligation under and in the terms of all the applicable provisions of the Non-Disclosure and Code of Ethical Business Conduct duly executed by you, which we are confident you shall duly respect.

You may contact the F&F Department for any queries you may have on settlement of your dues with the company. The Details are given below:  
Write to: CNXdaksh.fullfinal@concentrix.com (Daksh Employees) | full.final@concentrix.com (Technologies & Services Employees)

NOTE: This is not a "Service Certificate cum Relieving Letter". It will only be provided to you post settlement of Full & Final dues based

on the clearances completed by you at the time of leaving the organization.

The date mentioned on this letter is based on the current information as you may be relieved earlier or later basis the Organization requirement. Therefore, the "Service Certificate cum Relieving Letter" will mention the exact service period / dates.

Regards,

Concentrix

This is a system generated letter and does not require any signatures

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