

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

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**Resignation Accepted by Supervisor : Emplid 911750**

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**From :** HumanResources@concentrix.com

Tue, Dec 12, 2017 02:30 AM

**Subject :** Resignation Accepted by Supervisor : Emplid 911750**To :** Garunya Narendran <Garunya.Narendran@concentrix.com>**Cc :** pankaj s <pankaj.s@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>, amit dhal <amit.dhal@concentrix.com>

Dear Garunya Narendran,

This is to inform you that your resignation has been accepted by your People Manager (PeM). Kindly ensure your attendance is updated till Last Day of Employment (LDE).

NOTE: In case you wish to withdraw your resignation; you need to contact your PeM/Upline Manager. Also ensure you accept the rejection done by them on PeopleSoft Separation Tool to complete the retention process.

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

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

Employee / Manager need 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 tha

t 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.

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 Business Conduct Guidelines duly executed by you, which we are confident that you shall duly respect .

We wish you all the best for your future endeavors.

Regards,  
Separation Team

NOTE: This is a system generated Resignation Acceptance. No signature is required.

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