



EMS: Intention to Separate request submitted by MANIKANDAN S

1 message

EIS_WFAPPS <eis_wfapps@hcl.com>

Fri, Oct 7, 2022 at 3:45 PM

Reply-to: EIS_WFAPPS@hcl.com

To: manikandan-sm@hcl.com

Cc: smanimecse@gmail.com

This is an Auto Generated Mail. Please do not reply to this mail

Exit Management System



Dear MANIKANDAN S(51629404 - MANIKANDAN-SM@HCL.COM),

Your request for "intention to separate" has been submitted in the Exit Management Application.

This request is pending with ASHWANI KUMAR PANDEY(51878210 - ASHWANI.PANDEY@HCL.COM) for acceptance.

NOTE:

- To update your Personal ID, F&F Mailing Address, Mobile number, please make necessary changes in My HCL -> ESS -> My Profile.
- Please submit all your pending workflows and declarations in respective applications, if any also keep your Employee partner informed on the same.
- Post acceptance of your resignation kindly log on to "My Separation Portal" to view your provisional settlement and other clearance details
- Please note as per Company Policy, your First Month salary will be Put on Hold for adjustment with Full & Final Settlement.

www.MYHCL.com -> My Transactions -> My Separation Portal

This is a System Generated mail, Please do not reply this mail. For queries please contact your Employee Partner or follow the [SSD Link](#).

Regards,
EMS Administrator



Mnemonic

For any assistance on EIS applications, please feel free to call our Voice Helpdesk Number as per your region You may [click here](#) to view the dial in numbers

In case of any issues/queries, you can raise an SSD ticket on EIS.



www.hcl.in

Disclaimer: This message and any attachment(s) contained here are information that is confidential, proprietary to HCL Technologies and its customers. Contents may be privileged or otherwise protected by law. The information is solely intended for the individual or the entity it is addressed to. If you are not the intended recipient of this message, you are not authorized to read, forward, print, retain, copy or disseminate this message or any part of it.

::DISCLAIMER::

The contents of this e-mail and any attachment(s) are confidential and intended for the named recipient(s) only. E-mail transmission is not guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or may contain viruses in transmission. The e mail and its contents (with or without referred errors) shall therefore not attach any liability on the originator or HCL or its affiliates. Views or opinions, if any, presented in this email are solely those of the author and may not necessarily reflect the views or opinions of HCL or its affiliates. Any form of reproduction, dissemination, copying, disclosure, modification, distribution and / or publication of this message without the prior written consent of authorized representative of HCL is strictly prohibited. If you have received this email in error please delete it and notify the sender immediately. Before opening any email and/or attachments, please check them for viruses and other defects.
