



Sudipto Saha <sahasudipto336@gmail.com>

Resignation Acceptance Email | Sudipto Saha - 10104287

1 message

SharePoint No-Reply_PBS_IN <SharePoint.NoReply@publicissapient.com>25 March 2024 at
17:06

To: Sudipto Saha <sudipto.saha@publicissapient.com>, "sahasudipto336@gmail.com" <sahasudipto336@gmail.com>
Cc: Exit India <Exitindia@publicissapient.com>, Sulabh Gupta <sulabh.gupta@publicissapient.com>, Raja Raman <raja.raman@publicissapient.com>, Shuchi Rawat <shuchi.rawat@publicissapient.com>, Aashima Rawat <aashima.rawat@publicissapient.com>

Hello Sudipto Saha ,

This is to inform you that your resignation dated **12 March 2024** has been accepted and your last day at work will be **10 May 2024**

In case of any change in your exit date, please reach out to your People Manager/HR Manager (People Strategist).

Note: If the date change request is submitted/approved after the payroll cut-off date (usually in mid-month), the salary for all pending months will be processed with the Full & Final (F&F) settlement or will be processed as arrears with subsequent month's salary, respectively.

Important To Do's

- Log in to Allsec and complete your leavers form, along with other necessary submissions related to Income Tax Benefits
- Settle any outstanding personal expenses on AMEX Card or/and file expense report on Oracle for any official expenses 15 days before your last working day
- Please take a backup of your personal data ONLY. Do not copy any Company data without permission or authorization. Doing so, without the necessary permission or authorization, could result in disciplinary action or termination of employment.
- Submit all your Company-provided assets for IT & OS clearances on or before your last working day between 9:00 AM to 5:00 PM from Mon to Friday. Asset pickup facility is not available for people residing in any of our Office locations.
- Please note IT assets tagged to:
 - **Gurgaon SEZ** – Can be submitted at all office location except NOIDA SEZ
 - **NOIDA SEZ** - Can be submitted at all office location except Gurgaon SEZ office
 - **Any other location apart from NOIDA & Gurgaon SEZ** - Can be submitted at all office location except Gurgaon & NOIDA SEZ office
- Your full and final (F&F) settlement is subject to submission of company-provided assets, on or before the last working day

Regards

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