



ChunduriKavya S


From: Off-boarding Update <noreply@oracle.com>
Sent: Thursday, February 3, 2022 1:00 PM
To: ChunduriKavya S
Subject: Here is a receipt of your resignation

 **Exercise caution – External Mail.**





Confirmation of
the receipt of your
resignation



Things to do
and next steps

Dear Chunduri Kavya Venkata Sai Suma,

It is with regret that we acknowledge the receipt of your resignation that you have applied in the system on February 3, 2022.

We are sure that you must have reached out to your manager and had a discussion with regards to your resignation. If in case you have not, we request you to approach your manager at the earliest and do the same!

We also request you to get in touch with your HRBP to have a retention discussion. [Click here](#) to block time for a discussion right away in MS Teams or schedule a meeting through your Outlook calendar.

As you are at a stage where the decision could be either ways, do keep the following in mind:

1. We would be excited if you decided to stay back, would request you to take back resignation in the tool by following the navigation below:

AppAccess >> HCM >> Me >> Resignation >> Click on Withdraw Option

2. In case you decide to move on post your resignation discussions, please note that your manager must accept the resignation in HCM to initiate your No-Due Clearances during the last week/s with the Organization.

Regards,
Global HR Operations

*** This is a system generated mail. Please do not reply ***

HR Help Desk

AppAccess > Ease+ > Click on HR (Icon) > Dexter > In Dexter type 'Create HR Ticket' & follow the link to raise a HR ticket.

Active employee can [click here](#) to raise a HR ticket.

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