

Exit Formalities of Sunil Kumar KM [PDT | 4037 | Bangalore]

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To: Sunilkumar KM <sunilkumar.km@zycus.com>

Cc: Alok Dubey <alok.dubey@zycus.com>; Shekhar Varma <shekhar.varma@zycus.com>; Sanyukta Singh <sanyukta.singh@zycus.com>; Zenildo Dias <zenildo.dias@zycus.com>; HR-Operations <HR-Operations@zycus.com>; ITIS <ITIS@zycus.com>; IT-Helpdesk <it-helpdesk@zycus.com>; Vasant Thakre <Vasant.Thakre@zycus.com>

Hi Sunil,

This is in reference to your resignation; your last working day with Zycus will be **8th December, 2020**.

Please note you will be eligible to receive Service Certificate and full & final settlement on completion of below exit formalities.

Important Points

1. Completion of Exit feedback - **Exit Link:** <https://www.surveymonkey.com/r/MCSDWFY>
2. **Please note your system shall be auto disabled on your last working day.**
3. Full & Final will be released as per process with a deduction of ₹ 1500/- if company ID card, access card, pedestal key, etc. are not submitted by **15th December 2020** and the deducted amount will be reversed in the next payroll after we receive clearance from Admin Team.
4. Your Full & Final settlement will get credited to your account on **31st December 2020**.
You shall receive your Service Certificate latest by **15th January 2020**. Your F&F will be kept on hold if company assets such as company laptop, desktop, etc. are not submitted by **15th December 2020**.
5. Draft F&F calculation sheet will be uploaded on the ESS Portal 2/3 days prior to payout and a communication regarding the same shall be emailed to you ; you are required to give your confirmation on the same to make the payment.
6. In case you are eligible for incentive/variable pay, please get your claim cleared with your manager before your last working day.
7. Investment proofs soft copy should be emailed to Shilpa Todkari and Vasant Thakre on or before the last working in order to avoid TDS deduction from F&F.
8. Note down your ESS Credentials & URL, it will be accessible until your F&F settlement is processed, download your Pay slips, Form 16 or Tax slip for future reference.

You may connect with us for any further query or doubt.

Regards,
HR Operations - HCM Team

