**From:**"Exit" <exit@valuelabs.com>  
**To:**"vamshi mada" <vamshi.mada@valuelabs.com>  
**Cc:**"manoj madipadiga" <manoj.madipadiga@valuelabs.com>, exit@valuelabs.com  
**Sent:**Tuesday, March 13, 2018 12:19:09 PM  
**Subject:**Exit Formalities - Next Steps - Vamshi Krishna Mada ; 10299

**Dear Vamshi Krishna Mada,**

We have received a notice of your resignation from ValueLabs. Based on the discussions, your last working date with ValueLabs is mutually agreed **as 13th March 2018.**

As part of the exit process, please make sure that you **complete & share the attached Exit Interview Form (Soft Copy) on or before your last working day without fail** and also adhere to the following steps:

**Note :** You are advised to abstain from forwarding emails to any personal email ID, uploading organization or customer related data/information to external or hard drives, or any other online storage device. IT and SOC team constantly monitor such activities and violations are dealt with disciplinary actions  including termination of service without notice. Also, your duties and obligations are governed by the terms of your employment and you shall abide to confidentiality and privacy clause related confidentiality of organization and customer related information even after your employment is over with us.

**Regarding Project Manager:**

* Project Manager to ensure to sign off the Exit clearance form by providing the required signature regarding recovery of project related asset on documentation if any, User data backup required if any and Email id disable /delete/ forward options.

**Regarding IT-Support:**

Return your laptop/desktop to the IT engineer at your respective location. Handover your Data card, Mobile phone and clear your login credentials at Head office IT Helpdesk Team.

* Please return and clear all IT related assets **before 3:00 PM** of your last working day to ensure the IT support clearance form can be completed in time.
* If you wish to complete the IT support clearance form before the last working day, you are requested to return all IT assets, such as Laptop, Desktop, Data card, Mobile phone etc.
* Contact person – IT Helpdesk **(**[**itsupport@valuelabs.com**](mailto:itsupport@valuelabs.com)**)**

**Regarding Finance:**

* Please enter your personal mail ID, bank account no. and your communication address on the Exit Clearance Form before you meet the Payroll team. The Finance department will not be able to do your full and final settlement without this information.
* If you have any outstanding claims, Loans, reimbursements, travel settlements etc., please reach out to the respective teams and get it cleared at the earliest.
* If you have any outstanding amount towards the organization, you need to settle the amount by DD separately by the time of clearance. The pending amount cannot be adjusted against your final settlement payout.
* Any Rent receipts or Tax savings proofs till the date of leaving should be submitted along with the other details to finance on or before the last working date for the clearance of your final settlement.

         **Documents for reimbursement (Medical, Telephone, LTA and Books & Periodicals) claims are to be submitted directly to the Payroll Team before the last working day for processing the payment and it is suggested not to drop them in the DROP BOX.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Point of Contact** | **Email ID** | **Extension details** | **Finance Clearance timings** |
| Payroll Team | [**payroll@valuelabs.com**](mailto:payroll@valuelabs.com) | 040-66239000 Ext: 31444/31555/31666 | 11:00 am to 4:00 pm |

For any future concerns related to ValueLabs payroll team (P.F, gratuity, investment proofs, Form 16, etc.) please write to [**payroll@valuelabs.com**](mailto:payroll@valuelabs.com)or dial to 040-66239000 Ext: 31444/31555/31666.  Kindly mention your employee ID in the mail for speedy resolution of your concerns.

Any escalations please reach out to:

**Escalation 1 – Vijay Uddaraju (**[**vijay.uddaraju@valuelabs.co**](mailto:vijay.uddaraju@valuelabs.co)**m)**

**Escalation 2 – Kishore Kumar Avadootha (**[**kishore.avadootha@valuelabs.com**](mailto:kishore.avadootha@valuelabs.com)**)**

**Regarding Admin & Facilities:**

If you have any company issued assets like Access card (ID badge), Cabinet/ Pedestal keys, Data card, Mobile phone, etc please submit these items to the facilities team ( Ground Floor – B Quadrant) on your last working day. This is to ensure to make a note of necessary charges, if any applicable.

Kindly ignore the above instruction if you do not have any such assets from ValueLabs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Point of Contact** | **Email ID** | **Extension details** | **Admin Clearance timings** |
| John Solomon  Gollapalli | [**john.gollapalli@valuelabs.com**](mailto:john.gollapalli@valuelabs.com) | 30309 | 11:00 AM to 4:00 PM |

**Regarding LMS and Immigration:**

* **LMS** – Any pending attendance gaps would be verified and considered in Full & Final settlement – Contact person – Madhuri Gogineni- [**madhuri.gogineni@valuelabs.com**](mailto:madhuri.gogineni@valuelabs.com), Ranjith Kumar Mambulli**-**[**ranjith.mambulli@valuelabs.com**](mailto:ranjith.mambulli@valuelabs.com)and Santhosh Srivatsav Gogulapati [**santhosh.gogulapati@valuelabs.com**](mailto:santhosh.gogulapati@valuelabs.com)
* **Immigration** – please take a clearance either from Deekshith**-**[**deekshith.katta@valuelabs.com**](mailto:deekshith.katta@valuelabs.com)or Kiran Kumar Vemuganti**-**[**kiran.vemuganti@valuelabs.com**](mailto:kiran.vemuganti@valuelabs.com)or Tribhuvan Govada[**tribhuvan.govada@valuelabs.com**](mailto:tribhuvan.govada@valuelabs.com)

**Regarding HR**

**Salary Hold**

* The salary of Employees who have submitted their resignations would be on hold if the LWD is scheduled on or after 25th of the current payroll month - Contact person – Venugopal Chetla – [**venugopal.chetla@valuelabs.com**](mailto:venugopal.chetla@valuelabs.com)
* The salary will be released on or before the last working day of the next consecutive month payroll.
* Please note that your full and final settlement (which includes Gratuity(if applicable), others if any) will be paid within 45 to 60 business days from your completion of the exit clearances. The settlement amount will be directly credited to your salary account.

**Please Note:**

* Kindly save a copy of this mail for your future reference.
* You will receive your experience cum relieving letter on your last working day (subject to exit clearances) from the exit team. Relieving Letter will be issued post 6.30 pm on your last working day.
* Notice Period buyout and calculation of full and final settlement of compensation will be on your CTC as mentioned on the offer document / latest revision letter.

Your Exit Interview will be initiated on or before your Last Working Day. If any delay please connect with your respective HRBP.

We request you to inform all those concerned, especially the Mail Desk **(**[**admin@valuelabs.com**](mailto:admin@valuelabs.com)**)**, about your change in office address with immediate effect so that you continue to receive correspondence from them at your new correspondence address. Any mail received for you by the Mail Desk will not be delivered to the new address, so kindly nominate someone to collect it on your behalf. Please stay in touch with the respective contact persons to ensure that your mail delivery is smooth.

Best regards,

Exit Team

Extn: 31361/31035