



Outlook

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### Intimation of Separation Action - ANIRUDDHA HAZRA [A55905]

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From HR-Workspace@hdfcbank.com <HR-Workspace@hdfcbank.com>

Date Sun 3/16/2025 9:45 PM

To Aniruddha Hazra <aniruddha.hazra@hdfcbank.com>

Cc Rudra Banerjee <Rudra.Banerjee@hdfcbank.com>; Varun Gujadhur <Varun.Gujadhur@hdfcbank.com>; RIYA BANSAL <riya.bansal@hdfcbank.com>; Exit Checklist <Exit.Checklist@in.hdfcbank.com>; Sucheta Chatterjee <sucheta.chatterjee@hdfcbank.com>

Dear ANIRUDDHA HAZRA(A55905),

This is a confirmation on receipt of Online Resignation initiated by you on **16-Mar-2025 at 21:44**.

Your resignation request will be actioned only post your supervisors acceptance.

**This mail is also an acknowledgement of the following declaration accepted by you at the time of Online Resignation initiation in the system.**

- 1) I acknowledge that all my dues in respect of Shortfall in Notice period, Excess Salary Paid if any, Unsettled Travel Claim, if any, Outstanding Loan(s), if any, with interest payable thereon till the date of repayment, or any Other dues arising on account of my employment is recoverable by the Bank.
- 2) I undertake to clear all my dues on or before my Last Working Day.

I am aware that loans not settled on or before the date of my Last Working Day in HDFC Bank Ltd. would attract fixed PLR (Prime Lending Rate) of interest till the date of loan closure, which will be at the sole discretion of the Bank.

**Please note, outstanding staff loans are also reported to CIBIL.**

3) I, irrevocably and unconditionally, authorize the Bank to debit my salary account for recovery of my unsettled dues, if any, and / or adjust the same against my benefits accrued or any other dues payable by the Bank.

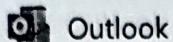
4) I am aware that the Bank, in its absolute discretion, may initiate legal proceedings against me for the recovery of unsettled dues, if any.

To view the above request, please [click here](#).

This is an auto generated notification hence do not reply to this email.

Warm regards,  
HDFC Bank HR Service Desk

For your query lets start a conversation with i-Cube! #myHRPal  
URL: <https://i-n.app/i-cube>.



Outlook

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## Last Working Day Actionable and impact on F&F and RL-ANIRUDDHA HAZRA-A55905

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From east hrcare <east.hrcare@hdfcbank.com>

Date Wed 4/16/2025 3:15 PM

To Aniruddha Hazra <aniruddha.hazra@hdfcbank.com>

Cc RIYA BANSAL <riya.bansal@hdfcbank.com>; Rudra Banerjee <Rudra.Banerjee@hdfcbank.com>

Dear **ANIRUDDHA HAZRA**

Greetings for the day!

This is with reference to the actionable on your Last Working Day.

Since today is your **Last Working date in HDFC BANK LTD**, request you to please ensure the below actionable are completed before you leave for the day. The confirmation can be taken from your supervisor.

1. Ensure attendance- Login (Punch-In) and Logout (punch-Out) is done for the day in HCM.
2. If any regularization or updating leave is pending, ensure the same is updated and approved in HCM.
3. Ensure your supervisor updates the asset clearance (ID-Card & LAPTOP/Desktop) in HCM, the very next day of your LWD.
4. Ensure your Last working date and Last attended date is the same in HCM.

In case you fail to ensure the above, your Full and Final Settlement and issuance of Relieving Letter will get delayed.

In case of any query in this regard, you can raise a ticket in i-cube or can contact the Regional-Care Process Manger - [bhagyasha.parab@hdfcbank.com](mailto:bhagyasha.parab@hdfcbank.com)

Note: This is an unattended mailbox, do not reply to this email.

URL for active employees - <https://l-n.app/i-Cube>

URL for exited employees - <https://web.leena.ai/v2/?clientId=wilc0flmESU75M5ZvbVdZ>.

All the best for your future!

**Note: - This is an unattended email box. Please use the i-Cube link to raise your responses.**

Best Regards,  
Rcare East  
Human Resources

**April 29, 2025**

**Relieving cum Experience Letter**

**Aniruddha Hazra**  
Raniganj

**Dear Aniruddha,**

This is with reference to your resignation letter dated **March 16, 2025**.

Your resignation has been accepted with regret and you are relieved from the services of the Bank with effect from the close of business hours on **April 16, 2025**.

We confirm that you were employed with the Bank from **April 01, 2024** to **April 16, 2025** and your designation at the time of leaving was **Trainee**.

We wish you the very best in your future career.

**Yours truly,**  
**For HDFC Bank Limited**  
**Human Resources**

**A55905**

This is Computer generated letter and hence does not require Signature



Payslip for the month of January 2025

Employee Name	Aniruddha Hazra	EMPLOYEE CODE	A55905
Bank Account Number	0050100716962409	Permanent Account Number	BIGPH7408Q
Designation	Trainee	Employee Type	HDFC BANK EMPLOYEE
Date of Joining	01 Apr 2024	Band	T
Department	Teller / Teller Authoriser	UAN	102153794422
Branch	Raniganj - West Bengal	Location	Raniganj
Days Worked	31	LWP	0
Earnings	Amount	Deductions	Amount
Particulars		Particulars	
Basic Salary	7,500.00	Provident Fund	1,800.00
Conveyance Allowance	1,600.00	Professional Tax	130.00
Other Allowance	11,940.00		
Food Allowance	910.00		
Medical Allowance	1,250.00		
City Allowance	833.00		
<b>Total Earnings</b>	<b>24,033.00</b>	<b>Total Deductions</b>	<b>1,930.00</b>
<b>Net Salary : 22,103.00</b>			
In words : Twenty Two Thousand One Hundred Three Only (All Amount is in ₹)			



Payslip for the month of February 2025

Employee Name	Aniruddha Hazra	EMPLOYEE CODE	A55905
Bank Account Number	0050100716962409	Permanent Account Number	BIGPH7408Q
Designation	Trainee	Employee Type	HDFC BANK EMPLOYEE
Date of Joining	01 Apr 2024	Band	T
Department	Teller / Teller Authoriser	UAN	102153794422
Branch	Raniganj - West Bengal	Location	Raniganj
Days Worked	28	LWP	0
<b>Earnings</b>		<b>Deductions</b>	
<b>Particulars</b>	<b>Amount</b>	<b>Particulars</b>	<b>Amount</b>
Basic Salary	7,500.00	Provident Fund	1,800.00
Conveyance Allowance	1,600.00	Professional Tax	130.00
Other Allowance	11,940.00		
Food Allowance	910.00		
Medical Allowance	1,250.00		
City Allowance	833.00		
<b>Total Earnings</b>	<b>24,033.00</b>	<b>Total Deductions</b>	<b>1,930.00</b>
<b>Net Salary : 22,103.00</b>			
In words : Twenty Two Thousand One Hundred Three Only (All Amount is in ₹)			



Payslip for the month of March 2025

Employee Name	Aniruddha Hazra	EMPLOYEE CODE	A55905
Bank Account Number	0050100716962409	Permanent Account Number	BIGPH7408Q
Designation	Trainee	Employee Type	HDFC BANK EMPLOYEE
Date of Joining	01 Apr 2024	Band	T
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