Resignation Request-Accepted-Aman Ojha ★

MyHR@usc.am... 2 days ago 😊 ↩ ⋮
to me, amanojhk ⌄

Dear aman ojha,

Your resignation request workflow submitted through the Allsec Online Separation Tool has been approved by your Manager with your Last Working Date as 10-05-2025.

Please read the following information on your Pay, Benefits and Asset Collection. Kindly refer to Resignations-IND for further details on proper exit policies. Please contact My HR Live Support for questions regarding final settlement or to track the status of final settlement at 180030002058 - Toll Free / +91 22 30430136 -Direct Dial (available 24*7). You can also write to erc-india-exit@amazon.com.

Full & Final Payments

Your full and final settlement will be paid out in two payments as described below:

First payment (FFS1) comprises of fixed components (wages/salary etc.) and recoveries (relocation bonus, salary advance etc.) to be paid out within 2 business days from your last working day.
Second payment (FFS2) comprised of flexible components (overtime allowance, leave encashment, bonus etc.) and applicable recoveries (notice period etc.) to be paid out once we receive clearances from all the respective stakeholders.
If Gratuity is applicable for you, please note that gratuity will be paid out to your bank account separately on the same day as FFS1. On the payslip the gratuity component will reflect as earnings and deduction.
Relieving letter will be available along with second payment provided final settlement amount is positive and there are no receivables pending from your side.

Please visit Getting Paid-Ind for more details.

Actions to be completed before your last day at work

Contact Information

Kindly ensure to update your personal email address and correspondence address on Amazon A to Z as you will receive a unique user id/password within 48 hours of your last working day to access Allsec in order to download previous/final pay slips. Make a note of your numeric employee ID which will be the username to sign in on AllSec.