



Resignation Approved for Saurav Sharma (Employee id 90052607)

1 message

<hr@icicibank.com>

Tue, Feb 25, 2025 at 17:11

To: saurav.sharma1@icicibank.com, sauravsharma19.ss@gmail.com

Cc: annie.kisku@icicibank.com, manjima.biswas@icicibank.com, anirban.sengupta@icicibank.com

Dear Saurav Sharma,

We have received your online resignation dated 21-Feb-2025. Your last working date approved by your reporting authority is 21-Mar-2025.

Please note that acceptance of your resignation and consequent issuance of relieving letter from the services of the Bank would be subject to your continual discharge of current responsibilities in a satisfactory manner by your reporting authority and serving the applicable notice period and completion of all other formalities relating to resignation.

E-Muster and Leave:

All e-muster, leave requests availed to be applied and approved before the last working date. Approvals done on or prior to last working date shall only be considered for processing. If leave is applied for any compelling reason and such leave gets sanctioned by the competent authority, then the notice period may get extended to that effect, which please note.

ID Card:

You are requested to return the Identity Card to your Reporting Authority on your last working day, in absence of which the Bank will recover the cost towards the ID card from your Full and Final settlement. Physical retention of Identity card beyond the last working date will be considered unauthorized, Bank can initiate appropriate action in case of any probable misuse of the ID card.

Loan and Other Dues:

Request you to ensure re-payment of outstanding loan or any other dues are to be cleared before last working day.

Corporate SIM Card:

If you have a corporate mobile connection and want to continue the same mobile number, you must transfer it to your personal name by obtaining a NOC from the bank, according to your eligibility. You can check your eligibility by browsing through ICICI Universe> HR4U> Policies > Corporate Cell Phone Policy.

If you are eligible as per the policy, you can download the NOC from the following path: Path to download NOC: ICICI Universe> HR4U> Click on HR4U Home> My Request > Mobile NOC Letter > Download PDF NOC.

Please note that the NOC will be available for download only after 24 hours of your Resignation approval. In case you are unable to download NOC, please write to itelecom@icicibank.com To avoid a disconnection of your mobile service, it is suggested to get the transfer formalities completed atleast one week prior to the last working day.

Kindly ensure to check and pay the bills of your usage, from the date of transfer in your name or last working day in the organization, whichever is earlier.

Request you to login through below URL to complete relieving formalities :

Intranet:http://alumnihelpline.icicibank.com/Ehl_Intranet.aspx

External:https://alumni.icicibank.com/ICICAlumni/Ehl_ExitLogin.aspx

You are requested to save the link of the ICICI Bank Alumni Site (<https://alumni.icicibank.com/>), details of which will also be sent to your personal email id in 24 hours from Last Working day.

This site will provide you with important information relating to your Form 16, relieving letter, salary slips, retirement details and other settlement related information which will otherwise not be available to you post your last working

day from the Bank.

For any queries related to Staff Loan, PF and EPS, Full and Final Settlement statement, Income tax deduction, Form 16, superannuation etc., please call on 040-41063104, 4049 or 4048 or write to payroll.helpdesk@icicibank.com, , alternatively You may Raise to query under I-Care-Payroll for any queries related to Retirals.

For assistance if any, please write to us at alumni@icicibank.com or call us at 022- 71872500 from your registered mobile number between 09:15am to 05:15pm (Monday to Saturday-except 2nd & 4th Saturdays)..

We wish you all the very best in your future endeavors!!

Sincerely,
Team HR

Note: This is a system generated mailer. Kindly do not respond to this mail.