



Suchismita Ghose &lt;suchismitaghose2302@gmail.com&gt;

## Resignation Acknowledgement

1 message

ContactHR &lt;automation@revolut.atlassian.net&gt;

6 September 2024 at 16:14

Reply-To: contacthr@revolut.com

To: suchismitaghose2302@gmail.com

## Hi Suchismita Ghose, with great regret we acknowledge the receipt of your resignation.

We will liaise with your Managers and come back to you with confirmation of your last day and leaving arrangements. In the meantime, carefully check the important steps below. Additional guidance can be found in the Offboarding Confluence:

- [Offboarding Confluence](#)
- [Offboarding Guide pdf](#)

### 1. Last day and Annual Leave

- On your last working day, the system account will be disabled at 18:00 Hrs(local time).
- Please reach out to HR POC assigned to your resignation ticket in case you have any leave booked for dates after your last working day.
- Any accrued but unutilized annual leave will be paid out to you in your final payslip, as per your contract. If you have used more than your accrued balance at your termination date, any amounts owed will be deducted from your final payslip.

### 2. Contact details

Please check and update your Peopleops profile with the following details:

- Home address (where your office equipment can be collected from)
- Personal email address
- Phone no.

### 3. Payslips

- Your iiPay login will be changed to your personal email address, however your password will continue to remain the same.
- You will have access to the iiPay portal for 3 months after your employment has ended and your final payslip will be available on the iiPay portal after you have received your final pay. We advise you to download all your payroll related documents at your earliest convenience. If you have any questions following your final payslip, please contact our Payroll Team at [contacthr@revolut.com](mailto:contacthr@revolut.com).

### 4. Pending Reimbursement

If you have any expenses that need to be reimbursed, please raise them at the earliest following the Expense submission guidelines.

### 5. Benefits

- Your medical insurance policy will be deactivated with effect from your last working day.
- If you have been granted equity awards (share options, growth shares, RSUs, etc) whilst in employment at Revolut you will, subject to the plan rules, be able to retain vested awards after the point of termination of employment. To view your equity awards after you leave Revolut, you should log onto the Shareworks platform at [Shareworks](#).

More information about equity awards can be found [here](#). Should you have any further questions you can contact the Equity team by sending an email to [shareoptions@revolut.com](mailto:shareoptions@revolut.com).

### 6. IT assets & Office access card

- The IT team will get in touch with you regarding the collection of your laptop/charger, other IT peripherals and any other asset that you may have. Please cooperate with the IT team and ensure a timely submission of all the assets as your full and final settlement is subject to asset submission.
- The Facilities management team will get in touch with you to collect the WeWork access card (if you have one). Please remember that non-submission of the access card will lead to a fine which will be deducted from your final payment.

## 7. Handover

Please work with your line manager to work on your handover for a smooth transition. Guide for the same can be found here - [TO-DO list for leaver and manager Resignation process](#).

## 8. Letters

You will receive your relieving and experience letters to your personal email after your full and final settlement is generated.

## 9. Slack

Remove your picture from Slack and/or G-Suite if you do not wish for it to be visible after your departure.

## 10. Reference check for future employers

In case your future employer needs Revolut to complete your background verification, please direct the email to [contacthr@revolut.com](mailto:contacthr@revolut.com). Please refrain from sharing HR representatives' personal details.

## 11. Exit survey and interview

Exit form - [Exit form](#)

It is important for us to understand why our employees decide to leave. Your responses will never be looked individually. They will be used for group analysis, such as role, function, responsibilities, etc.

Our team will reach out to you soon on this, but feel free to reach out to someone from the Offboarding team if you have questions.

**Finally, thank you for your contributions in building Revolut and we wish you the best of luck in your future endeavors!**

Sincerely, HR Team