

Request for Full and Final Settlement in techmahindra company.



Inbox



Sandipan Nayak 1 May

to BPSHRKOL, Debolina ▾



Dear Hr team,

I hope this message finds you well. I am writing to formally submit my resignation from Tech Mahindra, company employee id- 1111788 process name - flipkart process effective immediately. As my last working days is yesterday (30.04.2025). I transition out of my role, as an customer service advisor. I kindly request the initiation of my full and final settlement agreement.

Please give me the proper exit policy as I want the reliving letter or any kind of proof from the company itself as I going to give the Full and final settlement agreement. And please let me know the amount you are deducting of your Full and final settlement agreement amount and what I will get the rest of the amount in my Bank account. Provide me the TAT line for the rest of amount when it will credited to my account.

Please provide me the contact details of your hr department phone number. So that I can get in touch with you for the further process.

Please let me know if you require any additional information or documentation from my side to facilitate this process.

Thank you for your understanding. I look forward to your prompt response.

Best regards,

Sandipan nayak

Employee ID-1111788