



# Resignation Approved for Md Abdul Sourab Hossain(90081369)

1 message

<hr@icicibank.com>Sun, 9 Nov 2025 at 2:31 am

To: sourab.hossain@icicibank.com, prince009.hossain@gmail.com

Cc: chatterjee.arijit@icicibank.com, prasun.bhattacharjee@icicibank.com, akash.sing@icicibank.com

Dear Md Abdul Sourab Hossain,

We have received your online resignation dated 13-Oct-2025. Your last working date **Approved** by your reporting authority is 10-Nov-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 privilege 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.

**Salary / Performance Bonus / PLRP:**

Salary will get processed depending on the last working day. In case the last working date is before 11th of the month, the salary for the preceding month shall be processed along with Full and Final Settlement.

Eg: If the last working date is September 10th , the final settlement shall include the unpaid salary for August and 10 days of September along with encashment of PL if any.

The full and final settlement process will be done in 15 working days from the last working day of the employee subject to obtaining all positive clearances.

On resignation, any earned and unpaid variable pay including Performance Bonus or Performance Linked Retention Pay ( PLRP ) will not be payable, except for Bonus under The Payment of Bonus act, if applicable.

**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 (if any) or any other dues, are to be cleared before last working day.

**Mail Access:**

Your external e-mail access (if any) has been deactivated. To activate the same, you need to have a Business Head approval.

**Corporate SIM Card:**

In case you are holding a Corporate mobile connection and would like to retain Mobile SIM, post your last working day, you need to obtain NOC and get your Mobile connection transferred in your personal name. Kindly refer to Employee

benefits policy available in Universe> Human Resources > Policies > Employee Benefits policy for eligibility on SIM retention and apply accordingly.

You can apply for NOC by navigating through - Universe>IMSG Online > Telecom Services Management (TSM). Please note that the NOC will be issued within 10 working days, post your last working day, and the same will be sent to your personal email ID / your communication address as mentioned while submitting your request.

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

Intranet:[http://alumnihelpline.icicibank.com/Ehl\\_Intranet.aspx](http://alumnihelpline.icicibank.com/Ehl_Intranet.aspx)

External:[https://alumni.icicibank.com/ICICAlumni/Ehl\\_ExitLogin.aspx](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 write to [payroll.helpdesk@icicibank.com](mailto: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](mailto: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