



Fw: Resignation Acceptance - Shatakshi Kumari

1 message

<shatakshi.kumari@bt.com>

Mon, 10 Nov, 2025 at 1:36 pm

To: kumarishatakshi845@gmail.com

General

Regards,

Shatakshi Kumari

Customer Support Advisor | BT Business | GBS

BT Group



General

From: Sumantika Mitra (CSD2A R) <sumantika.mitra@bt.com>

Sent: 21 October 2025 20:36

To: Shatakshi Kumari (CSD2A R) <shatakshi.kumari@bt.com>

Cc: Trip Sengupta (CSD2A R) <triparna.2.sengupta@bt.com>

Subject: Resignation Acceptance - Shatakshi Kumari

General

Hello Shatakshi,

Regret that you have decided to leave BT.

As discussed, you want to quit from the current job role to due to an another opportunity outside.

I am accepting your resignation as on **16th Oct 2025** with effective last working day as **15th December 2025**. Please be informed there is a **60 days of Notice Period to be served**.

- After the resignation is processed in the system, the Annual leaves and Sick leaves are calculated on pro-rata basis. In case there is any leave taken post the leave balance exhausted, will be considered as

Unpaid leave.

- The option to buy-out is unfortunately not there as I'd appreciate your support with a smooth handover.
- Current Annual leave – 5.22 days available

Note: Any short fall of notice period will be recovered in Full and final settlement and will attract GST. Recovery amount can be calculated as per below:

1 day salary (FTE salary/12/30) multiplied by no. of notice shortfall days + 18%GST

Illustration given below: Please be informed this is the calculation based on your FTE, the final calculation will be done by the Financial team and they will share the Quotation with you. For any further discussion regarding your Full and Final, please reach out to the concern team.

Resignation Date	16-Oct-25
Leaving Date	15-Dec-25
Notice period days	60
Notice serve day	60
Notice short fall	0
Annual FTE Salary	245,000
Notice Deduction Amount	0.0
Formula [(FTE Salary/12/30)x days shortfall]	
18% GST on Notice Deduction Amount	0
Total Deduction (Notice Deduction Amount + GST)	0.0

Employee actions on exit clearance:

- Kindly ensure that you've received the resignation acceptance mail from Line Manager
- Also ensure that you've submitted all investment proofs and reimbursements to ADP before Last Working Day
- Handover of all company assets to respective functional departments on or before last working day
- Ensure all investment proofs, claims and reimbursements are submitted on or before last working day
- To check status of clearance from all functional departments and drive closure on pending items on or before last working day
- Do not leave BT without completing exit clearance process
- OneHub access will be removed on LWD and the lost data can not be retrieved

Important Note:

1. F&F will be settled within 45 days from last working day (subject to receive approval from all BT functions in Exit Tool)
2. Download all salary slips for future reference, so as to avoid any follow up with F&F team later on
3. Relieving letter will be shared post F&F settlement
4. Form 16 will be shared will all who leaved before 31st March, by the end of June
5. F&F amount will be credited in BT salary account only.
6. The designation on relieving letter will be mentioned the same as reflecting on the last month salary slip

For any further discussion regarding your Full and Final, please reach out to the Finance Team.

Regards,

Sumantika Mitra (She/Her)

Team Leader - Business | GBS



This email contains information from BT that might be privileged or confidential. And it's only meant for the person above. If that's not you, we're sorry - we must have sent it to you by mistake. Please email us to let us know, and don't copy or forward it to anyone else. Thanks.

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Think before you print. Please consider the environment before printing this email

General

From: Shatakshi Kumari (CSD2A R) <shatakshi.kumari@bt.com>
Sent: 16 October 2025 16:37
To: Sumantika Mitra (CSD2A R) <sumantika.mitra@bt.com>; Trip Sengupta (CSD2A R) <triparna.2.sengupta@bt.com>
Cc: Soumita Manna (CSD2A R) <soumita.manna@bt.com>; Rohit Singh (CSD2A R) <rohit.5.singh@bt.com>
Subject: Formal Resignation Notice

General

Dear Sumantika Mitra,

I am writing to formally resign from my position as **Customer Service Support Advisor** at BT.

This decision has not been easy and comes after careful consideration of my personal and professional goals. I am truly grateful for the opportunities I've had to grow and contribute during my time here. Working under your guidance and alongside such a supportive team has been a valuable experience.

I will ensure a smooth transition of my responsibilities and am happy to assist in training or handing over tasks during my notice period.

Thank you once again for your support and understanding. I wish BT continued success in all its future endeavours.

Regards,

Shatakshi Kumari

Trainee Customer Support Advisor | BT Business | GBS

BT Group



BT e-Serv (India) Pvt.Ltd
Tower B & C, Building No 6, Street DLF Cyber City (SEZ), Gurugram, Haryana



Payslip for the month of October 2025

Employee No.	617139698	Employee Name	SHATAKSHI KUMARI
Location	KOLKATA	UAN No.	102190924253
OUC	CSD2A	PAN No.	GSRPK1070H
Designation	CS SUPPORT ADVISOR	Aadhaar No.	
DOB	18.11.1999	PF Number	GN/GGN/29381/38317
DOJ	12.04.2024	Pension No.	GN/GGN/29381/38317
Days Paid	31.00	ESI No.	4021295375
LWOP Days	0.00	Days in Month	31.00
EARNINGS & ALLOWANCES	UNITS	INR	DEDUCTIONS
Basic Salary		9,187.50	Employee PF contribu
HRA		4,593.75	Ee ESI contribution
Special Allowance		3,835.42	Prof Tax - Full peri
Interim Statutory Bonus		2,800.00	
Incentive Payment		3,750.00	
*Holiday Payment	1.00	680.56	
Total Payments		24,847.23	Total Deductions
(*) denotes back pay adjustment.			1,847.00
OTHERS		PAY SUMMARY	AMOUNT (INR)
		Net Pay	23,001.00
Bank Name	IFSC Code	Bank A/C Number	AMOUNT (INR)
HDFC BANK	HDFC0000718	50100714999814	23,001.00
Net Pay in Words : TWENTY-THREE THOUSAND ONE			

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Please send your queries to BT HR Helpdesk

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DOJ	12.04.2024	Pension No.	GN/GGN/29381/38317
Days Paid	30.00	ESI No.	4021295375
LWOP Days	0.00	Days in Month	30.00
EARNINGS & ALLOWANCES		UNITS	INR
Basic Salary		9,187.50	Employee PF contribu
HRA		4,593.75	Ee ESI contribution
Special Allowance		3,835.42	Prof Tax - Full peri
Interim Statutory Bonus		2,800.00	Pre Payment Offset
Incentive Payment		3,709.00	
*Holiday Payment		3.00	2,722.24
Total Payments		26,847.91	Total Deductions
(*) denotes back pay adjustment.			26,847.00
OTHERS		PAY SUMMARY	AMOUNT (INR)
		Net Pay	0.00
Bank Name	IFSC Code	Bank A/C Number	AMOUNT (INR)
			0.00
Net Pay in Words : ZERO			

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Basic Salary		9,187.50	Employee PF contribu
HRA		4,593.75	Ee ESI contribution
Special Allowance		3,835.42	Prof Tax - Full peri
Interim Statutory Bonus		2,800.00	
Incentive Payment		2,075.00	
*Holiday Payment	1.00	1,361.12	
Total Payments		23,852.79	Total Deductions
(*) denotes back pay adjustment.			1,847.00
OTHERS		PAY SUMMARY	AMOUNT (INR)
		Net Pay	22,005.00
Bank Name	IFSC Code	Bank A/C Number	AMOUNT (INR)
HDFC BANK	HDFC0000718	50100714999814	22,005.00
Net Pay in Words : TWENTY-TWO THOUSAND FIVE			

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