

Resignation Request - Accepted -Aditya Sil

1 message

azn.helpdesk@alldigitech.com <azn.helpdesk@alldigitech.com>

27 April 2025 at 17:50

Reply-To: Allsec.helpdesk@allsectech.com

To: adityasil35@gmail.com, sibadity@amazon.com

Cc: IndiaExits-Allsec@amazon.com, meerasho@amazon.com

 Dear **Aditya Sil**,

Your resignation request workflow submitted through the [Allsec Online Separation Tool](#) has been approved by your Manager with your Last Working Date as 20/05/2025 .

Please read the following information on your Pay, Benefits and Asset Collection. Kindly refer to [Resignations-IND](#) for further details on proper exit policies. Please contact the MyHR Live support for questions regarding final settlement or to track the status of final settlement at **180030002058 -Toll Free** (available 24*7). You can also write at erc-india-exit@amazon.com.

Full & Final Payments	<p>Your full and final settlement will be paid out in two payments as described below:</p> <ul style="list-style-type: none"> • First payment (FFS1) comprises of fixed components (wages/salary etc.) and recoveries (relocation bonus, salary advance etc.) to be paid out within 2 business days from your last working day. • Second payment (FFS2) comprised of flexible components (overtime allowance, leave encashment, bonus etc.) and applicable recoveries (notice period etc.) to be paid out once we receive clearances from all the respective stakeholders. • If Gratuity is applicable for you, please note that gratuity will be paid out to your bank account separately on the same day as FFS1. On the payslip the gratuity component will reflect as earnings and deduction. • Relieving letter will be available along with second payment provided final settlement amount is positive and there are no receivables pending from your side. <p>Please visit Getting Paid-Ind for more details.</p>
Actions to be completed before your last day at work	
Contact Information	<p>Kindly ensure to update your personal email id and address on PeoplePortal as you will receive a unique user id/password within 48 hours of your last working day to access Allsec in order to download previous/final pay slips. Make a note of your <i>numeric employee ID</i> which will be the username to sign in on AllSec.</p>
Employee Clearance	<p>Ensure to submit your employee clearance in Allsec. For prorated tax exemption, ensure to upload the below documents (not limited to) at least 5 days prior to your last working day:</p> <ul style="list-style-type: none"> • Rent receipts along with rental agreement • Leave travel allowance (LTA) bills • Investment proof submission – You have time till your last working day to submit the investment proofs for tax benefits (if eligible). Once all the proofs are submitted on Allsec portal, form 12BB will auto-generate. You can download form 12BB from Allsec portal for your reference. • Gratuity forms (filled and signed mandatorily only if eligible)- Tax exemption for gratuity will be provided only if you have submitted the signed gratuity declaration form. • Leave encashment declaration form (filled and signed mandatorily)–This form is to be filled if you have availed any tax exemption from previous employer for

	<p>leave encashment (not Amazon leaves).</p> <ul style="list-style-type: none"> Download your Annual PCS (Personal Compensation Statement) from People Portal>> My Compensation Statements. <p>For ensuring Final pay is cleared in the correct bank account please visit BAC portal (quicklink this https://payroll.amazon.work/pay-instrument) and check your bank details. In case there is a change in bank details request you to update BAC portal before your last working day.</p>
<p>Voluntary Option to access International Banking (for exiting employees moving abroad)</p>	<p>When moving abroad, you already have enough on your mind. If you are relocating to one of the many countries/regions where one of our partner bank (on Amazon Extras) - HSBC Bank has a retail presence, they may be able to make the transition less stressful. You can use your HSBC relationship to access their International Banking Centre and receive global support.</p> <p>Their team will assist you with opening a non-resident account in India as well as a local account overseas (where feasible). The local and overseas account opening journey will start while you are still in India. To know more – Click here.</p>
<p>Over Time/Shift Allowance/Leave Balance</p>	<p>Ensure you have submitted all unreported vacation, personal, and sick time. Ensure that your manager approves any overtime/night shift allowance or leaves before your last day of work. The accrued leave balances and will be paid out along with your second payment. Please visit CTK-India page for details.</p>
<p>Benefits</p>	<p>Medical Insurance:</p> <p>Your Group Medical Insurance, Term Life Insurance, Group Personal Accident Insurance, and other health & wellness benefits cease on your final day of employment.</p> <p>Portability is an important feature of group insurance benefits and refers to the option for an individual to continue their insurance coverage when they exit. Portability eliminates the vulnerability of not having medical insurance coverage by allowing employee's dependents to convert their coverage into a retail plan. Our insurer, National Insurance Company (NIC) offers portability which allows Amazonians to convert their group medical insurance, including any earned waiting period benefits, into a retail policy, when you purchase one of their plans.</p> <p>Amazon also offers Continuity, to the exit employees who have an option to continue the Voluntary Medical Insurance for Parents/Parents-in-law till the policy end date.</p> <p>Visit Portability and Continuity - IND on A-Z page for more details or write to amazonindiainsurance@marsh.com</p> <p><i>Important – Process needs to be initiated at least 30 days* prior to last day at work. Insurers decision on portability coverage is final and binding.</i></p> <p>Note: If employee opts for any of the voluntary employee medical insurance coverage options or voluntary parental medical insurance plan and quits Amazon India, in case of any claim (irrespective of amount) within those policies, balance of annual premium will be charged from Full and Final Settlement. This will be applicable only in case of cashless or reimbursement claim settlement availed in the relevant policy year.</p> <p>Pluxee Meal Voucher Benefits: Amazon India offers Pluxee Meal Voucher Benefits to all full-time, part-time, fixed-term employees, and interns. Employees who opt for meal voucher benefits will receive a Pluxee meal card activation link via Amazon email ID. The Pluxee meal voucher card must be renewed every three years. Employees must complete the activation or renewal process using the link sent to Amazon email ID while actively employed. Failure to do so will result in the forfeiture of meal voucher credits. Activation or renewal cannot be processed after separation from Amazon.</p> <p>Consumer Support: In case of any issues with the Pluxee meal pass activation process—such as not being able to find the activation email, trouble completing the renewal process, issues with Pluxee App access/payment, or KYC verifications—You can contact to Pluxee Customer Care, available 24/7: Call Customer Support – 022-69196919 or write to Pluxee at: consumer@care.pluxee.in</p> <p>Note: For detailed information about Meal Voucher Benefits, please refer to the Inside Amazon Page</p>

	If you need further assistance or wish to escalate an issue, please visit the My HR page for live support via chat, or create a case.
Expenses (If Applicable)	<p>You must submit all your pending expenses incurred using corporate card as well as personal cards and reimbursements including internet as applicable, through Concur expense tool, before your last working day.</p> <p>Expenses are not part of final settlement pay and will be processed separately by Expense Team. For further details, kindly check Reimbursements-IND.</p>
Corporate Card (If Applicable)	If issued, please raise SIM to cancel the card. Once done, cut the plastic in half and discard it. These include SBI corporate card, P2P card, Corporate American Express, Diners Club, MasterCard Purchasing Card, and the alike.
Project Document Access	Please grant your manager access to any work documents stored on Workdocs or other systems at prior to your exit from Amazon. Please visit Workdocs-transfer for more information.
Obligations to protect Amazon Data	<p>Please check to ensure that you delete any copies of files containing Amazon confidential information before you leave Amazon. As an Amazon employee, at the outset of your employment, you undertook obligations to protect all non-public Amazon data, and this obligation still applies.</p> <p>For example, that means you cannot take copies of files containing confidential information, even if you created them. It also means you must not copy or transfer them in any way (USB, cloud storage, email, etc.), and must delete any such files that you may have elsewhere, such as in back-up or printed.</p> <p>Amazon has the right to check for compliance with the confidential information policy and violations will be investigated and acted on.</p>
Provident fund (PF), Employees' State Insurance Corporation (ESIC) and National Pension System (NPS)	<p>Provident Fund (PF): The Employees' Provident Fund (EPF) is a mandatory retirement benefit scheme managed by the Employees' Provident Fund Organization (EPFO). To manage your EPF account, you must activate your Universal Account Number (UAN) and complete the KYC verification process. After your separation from Amazon, you need to initiate the PF transfer process online through the UAN portal. Your last month's PF contribution should reflect in your EPFO passbook to initiate the transfer.</p> <p>For assistance with PF-related matters, including demographic corrections, KYC verification approvals, PF transfers, nominee updates, or withdrawals, please contact the PF Help Desk at amazonpf@scgroup.in.</p> <p>Note: For detailed information about EPFO, please refer to the Inside Amazon Page :</p> <p>Employees' State Insurance Corporation (ESIC): The ESIC Act is applicable to employees earning monthly wages of INR 21,000 or less, while employees with physical disabilities have a higher wage limit of INR 25,000 per month. For continued access to medical benefits after leaving Amazon, you must begin the process at least 30 days before your last working day. If your last month's payslip shows an ESIC deduction, you are entitled to receive medical benefits for six months post-separation. To maintain uninterrupted access to these benefits, you must obtain a duly attested Temporary Identification Certificate (TIC) card before your separation from Amazon. The TIC card should contain up-to-date information.</p> <p>To obtain your ESIC TIC card, please raise a case through the MyHR Note: For detailed information about ESIC benefits , please refer to the Inside Amazon Page .:</p> <p>National Pension Scheme (NPS) nomination (If applicable): - Click here to refer the detail information or reach corporaterelationships@hdfcsec.com</p>
AWS employees	The AWS Alumni Community is a free membership community where you can stay engaged with current and former employees, gain access to exclusive content, and

explore learning and career development opportunities. Register to join the AWS Alumni Community at [AWS Alumni](#).

Actions on or after your last day at work

IT Asset Return

You should surrender all IT assets issued by Amazon in India. You should surrender the assets on your last working day (LWD).

How do I surrender the assets:

-Corp BnM Employees:

- Visit your base site and submit the assets at IT Walk-up desk.
- In case you are not residing at the base location or if you are not able to visit the base location due to a valid reason, you can surrender the assets at any of these Amazon Corp sites:

Bangalore: BLR13, Hyderabad: HYD11, Pune: PNQ10, Mumbai: BOM14, Delhi: DEL24, Chennai: MAA2

- IT Clearance will be given immediately after all assets are received by IT.
- In case you surrender partial assets, Clearance would be given with a recovery amount that will be deducted from your final pay cheque.
- After your last working day, you will not be allowed to enter Amazon premises without an Amazon employee escort. ITS is not responsible for either escorting you inside or receiving assets at the entrance. Amazon Corporate Security might impose specific entry requirements to certain Amazon sites.

-Virtual (VCC) Employees:

- Amazon IT team will arrange pickup of the assets through third party logistics vendor.
- Kindly submit the pickup request by using this smartsheet link:

<https://app.smartsheet.com/b/form/495d0e8b88c84bbf97a0d6f2ce3c552c>

- Once you submit the details, IT team will share the same with logistics vendor.
- Logistics vendor will contact you for scheduling the asset pickup.
- Once the visit is scheduled, vendor will come to your address with the packing material. They will verify the assets before packing. Kindly make sure to receive pickup acknowledgement slip and checklist duly signed by both the pickup person and the user. Only assets which are listed in checklist as submitted shall be considered. Any asset claimed to be submitted but not a part of checklist shall not be considered as picked up.
- Once the shipment is delivered to Amazon, team will verify the assets and then provide the final clearance.

-For All Employees:

- For any queries related to IT assets submission, please send an email to ri-india-shipping-specialists@amazon.com.
- Please note if the asset is not surrendered, amount equal to the depreciated cost of that asset will be deducted from your full and final settlement.
- The withheld amount against the IT Assets will reflect as "Laptop Buyback Deduction" in your pay slip.
- The asset can be submitted within 90 days from LWD. After 90 days, the asset shall be initiated for write-off, after which revision of deducted amount for the non-submitted asset as a part of IT clearance will not be possible in any case irrespective of the status of submission of asset post 90 days.
- Once the asset is received at Amazon office, IT Clearance would be provided within 2 days. HR backend team will further process on releasing the withhold money as per their process. You can connect with ERC team for further clarification.
- If you don't return your equipment before traveling out of India, ITS can't approve your final pay because IT equipment can't be retrieved after leaving India. If your IT equipment isn't received, clearance will be provided with the depreciated asset value deducted from your final pay. The deduction can be reversed if the asset is returned back to ITS within 90 days of your last working day.

	For more information, please visit https://it.amazon.com/help/articles/return-it-equipment
Prototype Device	The Returning a Device wiki is a guide to help determine return options for all Amazon Devices prototypes and devices in Device Tracker. Email proto-device-security@amazon.com for additional questions. Do not return your prototype device with your IT issued asset.
Stakeholder Clearances	<p>The Full & Final settlement process is subject to clearances from respective stakeholders. You will be able to review the status of your clearances up to your last day of work.</p> <ul style="list-style-type: none"> • Manager Clearance: after the resignation is approved, the reporting manager is responsible for the review of the date of resignation, date of leaving, notice period confirmation, and MyTime approvals. This is a mandatory clearance and needs to be completed as soon as possible, no later than the day before employee's last working day. • Other stakeholders: Finance, Benefits, Travel, Corp Card, Security, Payroll. These stakeholders receive automated notification about the exit information based on your last day at work. This is an automated process and you do not need to follow up with these stakeholders for their clearances.
RSU (If Applicable)	<p>If you have vested shares as of the date of your termination, access your Morgan Stanley or Fidelity account or contact Morgan Stanley or Fidelity (If Applicable)</p> <ul style="list-style-type: none"> • All unvested Restricted Stock Units (RSUs) will be canceled at the time of termination of employment. • For vests from February 25, 2019 forward – Fidelity Investments 800-544-9354, www.netbenefits.com • For vests from April 1, 2014 forward - Morgan Stanley 866-533-2575, www.stockplanconnect.com • For vests prior to April 1, 2014 - Charles Schwab 800-654-2593, http://eac.schwab.com
FFS Summary	You can view your Full and Final Settlement Summary on Allsec. In case of pending dues, please expect an email from Amazon Accounts Receivable Team mentioning the bank account details to transfer funds to Amazon.
Tax Computation Statement	Employee post their last working day may download their last tax computation statement, by logging into Allsec portal > Clicking on Tax tab > selecting the month in which they received their Full & final settlement. For example – if an employee's last working day was 31st May 2023, as the payment would happen in June, employee must select June, to receive their latest tax computation statement.

Amazon business conduct & ethics

Confidentiality Do's and Don'ts for Exiting Employees.

Do's	Don'ts
Categorize, handle, and store all Amazon data in accordance with all applicable Amazon policies	Copy confidential information onto external storage devices or personal drives
Consult your legal partner if you have questions about whether something is confidential	Store personal files (e.g., personal documents, photographs, etc.) on your work laptop

Submit a SIM with any questions to the BC&E Team	Store confidential information on third-party clouds
	Forward business emails, documents, calendar items, or any confidential information to your personal external email address

To learn more about what "confidential information" means and to review Amazon's policies for appropriate employee behaviour when handling it, consult the following resources:

- [Backup Files - User Guidelines and Help](#)
- [Confidential Information and NDA Guidelines Policy](#)
- [Full Communications Policy](#)
- [Acceptable Use Policy \(Global\)](#)
- [Third-Party Software Policy](#)
- [Secure Communications Policy](#)

We would like to take this opportunity to thank you for working at Amazon and wish you every success in the future.