



SMB-HRSS

to ▾

Jan 12, 2026, 7:59 PM ☆ 😊 ↶ ⋮

Dear Employee,

This is with regard to your leaver notification which we are in receipt of. We hope your HR Business Partner has connected with you for a discussion regarding your resignation. If not, please ensure you reach out to your HR Business Partner for a discussion at the earliest. Please ensure to fill up the Exit Survey by clicking on this [Survey Link](#). **You can ignore email if you have already filled the Exit link.**

Further, in order to facilitate a smooth and hassle-free exit, please make note of the attached **Exit Guidelines (Key notes)** document that contains important details pertinent to your relieving formalities and relevant Exit forms. You can ignore email if you have already filled the forms. Please send attached relevant forms to FNF team at [fnf.india@capita.co.uk](mailto:fnf.india@capita.co.uk)

**Also note that you will need to submit the company assets in office post your last working day. Delay in submitting assets will led to delayed FNF.**

**For T10 employees, please note that asset pickup will be initiated by IT/admin team from your home address (please note this is not applicable for SEZ , Mumbai and Bangalore location)**

Classification : Confidential

Regards,

HRSS

