



Resignation Request Approved

1 message

Bajaj Capital Limited <noreply@zimyo.com>
Reply to: noreply@bajajcapital.com
To: harsh.singh@bajajcapital.com

Mon, 6 Apr 2026 at 15:14



Hi HARSH SINGH, your resignation has been approved by your reporting Manager Arpita Sinha Nag (02-2478) and your approved last working date is Apr, 02, 2026.

Please follow the steps below within the given timelines to complete your exit formalities with us. Your Full & Final will be process as per the company policy and basis on the clearance of the checklist given below.

S.No	Task	Mandatory Formalities	
		Timeline	If non-compliant
1	Submit the proofs of your investment	On or before LWD	Tax will be deducted as per proofs submitted within timeline only.
2	Get your Attendance rectified on ESS	On or before LWD	Unapproved attendance & Leave requests will be considered as absent.
3	Return any company-owned Assets that you may have (Laptop, Desktop, Tab etc.)	On or before LWD	In case of non-submission, Company may recover the value of the asset from your full and final settlement. Company reserves the right to initiate legal action to recover company owned assets.
4	Exit Interview/ID Card and Visiting Cards	On or before LWD	You must submit exit interview in your ESS and return ID Card or Visiting Cards to your concerned BHR.
5	Exit Undertaking Declaration	On or before LWD	Manager & above Undertaking declaration is mandatory process for full and final settlement.
6	Client/Task Hand Over	On or before LWD	Client/ Pending Task Handover to your Reporting Manager or Concerned Mentor
7	Reimbursement- Submit necessary bills & approvals,	Before LWD	If received after LWD will not be considered.
8	Car Lease Closure through Finance team (If applicable)	Before LWD	In case of Non-Submission, Exit clearance may be considered pending; exit process will be on hold until closure is done

For any further clarification or support related to full & final after your LWD, please reach out to your HR Spoc/BHR or you can send an email to fnf@bajajcapital.com.

Regards,
HR Team