

Resignation Acceptance

1 message

HRD <hrd@netscribes.com>

Tue, Feb 7, 2023 at 12:22 PM

To: Abir.Bhattacharjee@netscribes.com

Cc: HRD <HRD@netscribes.com>, Amit.Sen@netscribes.com

Dear Abir,

We acknowledge the receipt of your resignation letter effective 05 February 2023. We will cherish your association with the Netscribes family, and regret that you need to move on.

It has been a pleasure working with you. We would like to thank you for your contribution and efforts, and wish you good luck in all future endeavors.

Details regarding your resignation is mentioned below :

Date of Resignation	05 February 2023
Resignation Accepted by	Amit Sen
Employment Status	Confirmed
Notice Period	30 days
Last Day of Working [as per notice period]	06 March 2023
Actual Last Day of Working	06 March 2023
Shortfall in Notice Period [if any]	0 days
Exit Type	Full notice period served
Manager Comments	He will serve the notice period.

We are listing down some quick points to help you plan things better:

Leaves during Notice Period:

- Any leave(s) taken during notice period will be considered as leave without pay
- Optional leave(s) and Compensatory off(s) (if there is a residue) can be availed during the notice period subject to approval from the reporting manager

Other Important Points:

- Download your Form 16 and past payslips
- Ensure that your timesheet and attendance module is updated
- If you are a Project Manager, please communicate the new PM details to QMS. This will help us assign the projects accordingly

We hope that this was of help. Please feel free to connect with HRD for any further queries.

Best wishes,
HRD