



## Offboarding Process



Inbox



Biswas, Portia  1 Apr



to ▾

Hi,

I am writing to acknowledge receipt of your resignation letter and express our sincere regret regarding your decision to leave the company. We value your contributions and the dedication you have shown during your time with us, and it is truly unfortunate that we must part ways.

As a valued employee, your expertise and commitment have played a significant role in our success. We understand that everyone's career path may take unexpected turns, and we respect your decision to explore new opportunities.

Nevertheless, we understand that you may have already made up your mind, and we want to ensure that your exit from the company is as smooth as possible. To facilitate this, we have prepared an exit process deck, which is appended to this email. It provides comprehensive information about the necessary steps and procedures to follow during your transition. We hope this document will assist you in navigating the exit process seamlessly.

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#### Some bullet points & checks:

1. Personal details updated correctly for communication – personal email ID, contact no, Communication address.
2. Download important documents in Darwin Box
3. Close all open TRF, Claims, advances in Happay/ DICE
4. Submit company assets on LWD to Branch Operations, IT or Branch Manager.
5. Non submission of IT assets within max 7 days from LWD will incur recovery in your F&F and will not be reversible.

Additionally, please remember that HR team is available to assist you with any queries or concerns you may have during this period of transition. They are here to provide guidance and support as you ~~prepare to embark~~ on your new



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Additionally, please remember that HR team is available to assist you with any queries or concerns you may have during this period of transition. They are here to provide guidance and support as you prepare to embark on your new journey. Do not hesitate to approach us should you require any clarification or further assistance.

Thank you for your understanding and cooperation.

With Regards,

**Portia Biswas**

**HR Executive - Zonal Human Resources (East & MPCG)**

