



Shubhangi Gupta <shubhangigupta0298@gmail.com>

Fw: Exit Conversation - Shubhangi Gupta

1 message

Shubhangi Gupta <sgupta1@accertify.com>
To: Shubhangi Gupta <shubhangigupta0298@gmail.com>

Tue, Mar 11, 2025 at 12:43 AM

Thank You,

Shubhangi Gupta
Fraud Analyst – Strategic Risk Services

DLF Epitome Building 5, Tower-B, Floor 16, Gurgaon – 122022
+91 (729) 099 1845 | sgupta1@accertify.com



From: Durgesh Rathore <drathore@accertify.com>
Sent: Monday, March 10, 2025 8:01 PM
To: Shubhangi Gupta <sgupta1@accertify.com>
Cc: Pankaj Loomba <ploomba@accertify.com>; Roma Sehdev <rsehdev@accertify.com>; Nidhi Sharda <nsharda1@accertify.com>; Kunwar Ahuja <kahuja@accertify.com>
Subject: Exit Conversation - Shubhangi Gupta

Dear Shubhangi,

PFB the points that we discussed today as your exit connect with HR:

- Employee Name: Shubhangi Gupta
- Resignation Date – 5 March 2025
- Last Working Date – 18 March 2025
- Notice duration – Total: 30 Days, 14 days serving (16 Days Buy Out)
- Reason for exit – Better Opportunity
- Leave encashment policy (max 48 PLs to be encashed, prorating current year's PLs) – **Leave Encashment** = $\frac{((\text{Annual Salary} + \text{Medical} + \text{Superannuation})/12)/\text{Number of days in last worked month} \times \text{Number of unutilized PL}}{1}$
- If the employee is not serving the complete notice period, he / she is entitled to pay the recovery in lieu of the same for the remaining days.
- Employee should not take any leaves during Notice Period, else the notice might be extended or there may be a recovery for the remaining days.
- Recovery of joining bonus / any other bonus, in-case employee exits during lock-in period.
- Explained that the Full & Final & Relieving Letter timelines will be 30-35 days post the last working days.
- Laptop and other company assets procured need to be returned in working condition on the last working day to avoid recovery.
- ID card and access card need to be submitted with IT Team / Team Leader / Manager post completion of the last working day.
- Prorated meal allowance, gratuity(if applicable) and the last month's salary will be paid along with the FnF.

- Salary Slips/ Form 16 to be downloaded from the portal.
- Any queries regarding Provident Fund may be routed to geoservices@safeguardglobal.com.

Do let us know in case there are any more doubts that we could clarify for you.

With our constant endeavor to improve our employee experience, would request you for your honest and valuable feedback.

Below is the link to the exit survey that we request you to take.

[Accertify Exit Survey](#)

Best Regards,

Durgesh Rathore (She/Her)
HR Coordinator

16th & 20th Floor, Tower B&C, DLF Building 5, Sector 24, Gurugram, Haryana 122002

drathore@accertify.com

