

**Resignation acceptance - 20438849**

1 message

**Noreply\_EmployeeSeparation** <employeeeseparation@broadcast.wipro.com>

Mon, Sep 16, 2024 at 11:01 AM

To: ku20438849@wipro.com

Cc: phalguni.dixit@wipro.com, tanvir.ahmad@wipro.com, ksaurav88@gmail.com, ashima.malik@wipro.com, relievingdocument.hrss@wipro.com

This is an Auto Generated Mail

**Wish you the best on your career journey**

Dear Kumar Saurav,

We are sorry to see you go, but we wish you well as you move ahead on your own unique career path.

Your last working day will be 02-NOV-2024, with reference to your resignation dated 04-SEP-2024.

We trust that your HR representative has explained the formalities that you will need to complete before your last working day. You will find a task list and guidelines in the document attached to help you complete the formalities before your last working day.

**Important** : You will not be able to apply, cancel, reverse or modify your leave or OOD three working days before your last working day. So make sure that you complete the corrections or updates on your leave, attendance, and efforts well in advance.

We believe that you have a unique perspective on the work environment here at Wipro that could help to improve the employee experience for other Wiproites. So we request you to take a few minutes to respond to our exit interview questionnaire. Your responses will be anonymous and will be used only for analysis and improvement of our processes and working conditions.

**Click here** to access the questionnaire or follow the path: [thedot->Apps->Career->Employee Separation->No due status->Task Pending With Me](#).

Do remember that during your notice period, you are still a Wipro employee and so are still required to maintain confidentiality in respect of all Wipro policies including Code of Business Conduct and Information Security. In the unfortunate event that any official data, information or files are transferred without authorization, it could be considered a serious matter with major consequences.

We look forward to your feedback and trust that you will feel free to be honest and open about your experience of Wipro.

**Once more, we wish you the very best!****Regards,**  
**GPO - Global Offboarding Team****3 attachments****No Dues Clearance Guidelines.pdf**

195K

**PF settlement process.pdf**

170K

**Prospectus of policy portability.pdf**

113K



November 02, 2024

## RELIEVING CUM SERVICE CERTIFICATE

Dear Kumar Saurav,

This is to certify that you were employed with Wipro Limited and hereby relieved from your services on November 02, 2024.

Your service record is as follows:

Emp. No.	:	20438849
Name	:	Kumar Saurav
Designation	:	Analyst
Date of Joining	:	November 11, 2022
Date of Relieving	:	November 02, 2024

Your accounts, if any, will be settled by our Accounts Department in accordance with the policies of Wipro Limited.

Yours sincerely,  
**for Wipro Limited,**

**Tanmay Agarwal**  
**VP & Head Global People Operations**

Registered Office:

**Wipro Limited**  
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