



Bhavya Khanna <bhavyaskhanna02@gmail.com>

RE: HRC0875021 |Documents required

1 message

hroperationsindiahelpdesk@barclays.com <hroperationsindiahelpdesk@barclays.com>

Mon, Jun 23, 2025 at
1:27 PM

To: bhavyaskhanna02@gmail.com

Hi Bhavya,

Greetings from Barclays colleague support!

We understand that relieving letter is often a crucial document required by new employers to confirm the completion of your tenure, please be informed that relieving letter will be issued upon the Full and Final Settlement.

We acknowledge the importance of timely documentation for your career progression, however during this interim period you may use your Exit Acknowledgement letter which is attached as requested within the email trial. The letter will confirm the receipt of your resignation, last working date.

We appreciate your patience and understanding in this matter, kindly reach if require any further assistance.

Kind regards,

Chandana | Process Advisor | Tier 1 Query Support (Helpdesk) – Colleague Support

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From: Bhavya Khanna <bhavyaskhanna02@gmail.com>
Sent: Thursday, June 19, 2025 7:07 PM
To: HR Operations India Helpdesk <hroperationsindiahelpdesk@barclays.com>
Subject: HRC0875021 | Documents required

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Hi team,

I am an employee with Barclays noida and my last working day is 21/06/2025.

In order to proceed with the documentation procedure with my new organisation, I would need **Resignation acceptance letter and relieving letter from Barclays by 23/06/2025.**

I would be grateful if you could support me with this request.

Please feel free to contact me for any further information.

Regards,

Bhavya Khanna

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