



Drishti Chhatwal <drishtich29@gmail.com>

Resignation Request - Accepted -Drishti Chhatwal

azn.helpdesk@allsectech.com <azn.helpdesk@allsectech.com>

Fri, Oct 4, 2024 at 5:40 PM

Reply-To: Allsec.helpdesk@allsectech.com

To: drishch@amazon.com, drishtich29@gmail.com

Cc: IndiaExits-Allsec@amazon.com, priydhaw@amazon.com

Dear **Drishti Chhatwal**,

Your resignation request workflow submitted through the [Allsec Online Separation Tool](#) has been approved by your Manager with your Last Working Date as 30/09/2024

Please read the following information on your Pay, Benefits and Asset Collection. Kindly refer to [Resignations-IND](#) for further details on proper exit policies. Please contact the ERC for questions regarding final settlement or to track the status of final settlement at **180030002058 -Toll Free / +91 22 30430136 - Direct Dial** (available 24*7). You can also write at erc-india-exit@amazon.com after your last working day.

Full & Final Payments	<p>Your full and final settlement will be paid out in two payments as described below:</p> <ul style="list-style-type: none"> • First payment (FFS1) comprises of fixed components (wages/salary etc.) and recoveries (relocation bonus, salary advance etc.) to be paid out within 2 business days from your last working day. • Second payment (FFS2) comprised of flexible components (overtime allowance, leave encashment, bonus etc.) and applicable recoveries (notice period etc.) to be paid out once we receive clearances from all the respective stakeholders. • If Gratuity is applicable for you, please note that gratuity will be paid out to your bank account separately on the same day as FFS1. On the pay slip the gratuity component will reflect as earnings and deduction. • Relieving letter will be available along with second payment provided final settlement amount is positive and there are no receivables pending from your side. <p>Please visit Getting Paid-Ind for more details.</p>
Actions to be completed before your last day at work	
Contact Information	<p>Kindly ensure to update your personal email id and address on atoz. You will receive a unique user id/password within 48 hours of your last working day to access Allsec in order to download previous/final pay slips. Make a note of your <i>numeric employee ID</i> which will be the username to sign in on AllSec.</p>
Employee Clearance	<p>Ensure to submit your employee clearance in Allsec. For prorated tax exemption, ensure to upload the below documents (not limited to) at least 5 days prior to your last working day:</p> <ul style="list-style-type: none"> • Rent receipts along with rental agreement • Leave travel allowance (LTA) bills • Investment proof submission – You have time till your last working day to submit the investment proofs for tax benefits (if eligible). Once all the

	<p>proofs are submitted on Allsec portal, form 12BB will auto-generate. You can download form 12BB from Allsec portal for your reference.</p> <ul style="list-style-type: none"> • Gratuity forms (filled and signed mandatorily only if eligible)- Tax exemption for gratuity will be provided only if you have submitted the signed gratuity declaration form. • Leave encashment declaration form (filled and signed mandatorily)–This form is to be filled if you have availed any tax exemption from previous employer for leave encashment (not Amazon leaves). • Download your Annual PCS using Compensation tool.
Over Time/Shift Allowance/Leave Balance	<p>Ensure you have submitted all unreported vacation, personal, and sick time. Ensure that your manager approves any overtime/night shift allowance or leaves before your last day of work. The accrued leave balances and will be paid out along with your second payment. Please visit CTK-India page for details.</p>
Benefits	<p>Your Group Medical Insurance, Term Life Insurance, Group Personal Accident Insurance, and other health & wellness benefits cease on your final day of employment.</p> <p>There is a <i>portability benefit</i> available to continue the existing medical insurance coverage for enrolled dependents/parent(s)/parent(s)-in-law. Visit Portability IA page for more details.</p> <p>If employee opts for voluntary parental plan and decide to quit Amazon India, the balance monthly premium will be deducted from full and final settlement. This will be applicable only in case of cashless or reimbursement claim settlement availed in the relevant policy year.</p>
Expenses (If Applicable)	<p>You must submit all your pending expenses incurred using corporate card as well as personal cards and reimbursements including internet as applicable, through Concur expense tool, before your last working day.</p> <p>Expenses are not part of final settlement pay and will be processed separately by Expense Team. For further details, kindly check Reimbursements-IND.</p>
Corporate Card (If Applicable)	<p>If issued, please raise SIM to cancel the card. Once done, cut the plastic in half and discard it. These include SBI corporate card, P2P card, Corporate American Express, Diners Club, MasterCard Purchasing Card, and the alike.</p>
Project Document Access	<p>Please grant your manager access to any work documents stored on Workdocs or other systems at prior to your exit from Amazon. Please visit Workdocs-transfer for more information.</p>
Obligations to protect Amazon Data	<p>Please check to ensure that you delete any copies of files containing Amazon confidential information before you leave Amazon. As an Amazon employee, at the outset of your employment, you undertook obligations to protect all non-public Amazon data, and this obligation still applies.</p> <p>For example, that means you cannot take copies of files containing confidential information, even if you created them. It also means you must not copy or transfer them in any way (USB, cloud storage, email, etc.), and must delete any such files that you may have elsewhere, such as in back-up or printed.</p> <p>Amazon has the right to check for compliance with the confidential information policy and violations will be investigated and acted on.</p>
Others	<p>Please ensure that you have updated the <i>Aadhar in the UAN portal</i> to ensure that the PF contribution from your salary & FFS is made with EPFO, Govt of India. Visit FAQs for procedures.</p>

	<p>PF Nomination: refer the guidelines on Inside Amazon or reach amazonpf@scgroup.in National Pension Scheme (NPS) nomination (If applicable): - Click here to refer the detail information or reach corporaterelationships@hdfcsec.com</p>
AWS employees	<p>The AWS Alumni Community is a free membership community where you can stay engaged with current and former employees, gain access to exclusive content, and explore learning and career development opportunities. Register to join the AWS Alumni Community at AWS Alumni.</p>
Actions on or after your last day at work	
IT Asset Return	<p>You should surrender all IT assets issued by Amazon. You should surrender the assets on your last working day (LWD).</p> <p>How do I surrender the assets:</p> <ul style="list-style-type: none"> • Corp BnM Employees: <ul style="list-style-type: none"> ◦ Visit your base site and submit the assets at IT Walk-up desk. ◦ In case you are not residing at the base location or if you are not able to visit the base location due to a valid reason, you can surrender the assets at any of these Amazon Corp sites: <p style="margin-left: 40px;">Bangalore: BLR13, Hyderabad: HYD11, Pune: PNQ10, Mumbai: BOM14, Delhi: DEL24, Chennai: MAA2</p> • IT Clearance will be given immediately after all assets are received by IT. • In case you surrender partial assets, Clearance would be given with a recovery amount that will be deducted from your final pay cheque. • Virtual (VCC) Employees: <ul style="list-style-type: none"> ◦ Amazon IT team will arrange pickup of the assets through third party logistics vendor. ◦ Kindly submit the pickup request by using this smartsheet link: https://app.smartsheet.com/b/form/495d0e8b88c84bbf97a0d6f2ce3c552c • Once you submit the details, IT team will share the same with logistics vendor. • Logistics vendor will contact you for scheduling the asset pickup. • Once the visit is scheduled, vendor will come to your address with the packing material. They will verify the assets before packing. • Once the shipment is delivered to Amazon, team will verify the assets and then provide the final clearance. <p style="text-align: center;">For All Employees</p> <ul style="list-style-type: none"> • For any queries related to IT assets submission, please send an email to ri-india-shipping-specialists@amazon.com. • Please note if the asset is not surrendered, amount equal to the depreciated cost of that asset will be deducted from your full and final settlement. • The withheld amount against the IT Assets will reflect as "Laptop Buyback Deduction" in your pay slip. • Once the asset is received at Amazon office, IT Clearance would be provided within 2 days. HR backend team will further process on releasing the withhold money as per their process. You can connect with ERC team for further clarification.
Prototype Device	<p>The Returning a Device wiki is a guide to help determine return options for all Amazon Devices prototypes and devices in Device Tracker. Email proto-device-</p>

	<p>security@amazon.com for additional questions. Do not return your prototype device with your IT issued asset.</p>
Stakeholder Clearances	<p>The Full & Final settlement process is subject to clearances from respective stakeholders. You will be able to review the status of your clearances up to your last day of work.</p> <ul style="list-style-type: none"> • Manager Clearance: after the resignation is approved, the reporting manager is responsible for the review of the date of resignation, date of leaving, notice period confirmation, and MyTime approvals. This is a mandatory clearance and needs to be completed as soon as possible, no later than the day before employee's last working day. • Other stakeholders: Finance, Benefits, Travel, Corp Card, Security, Payroll. These stakeholders receive automated notification about the exit information based on your last day at work. This is an automated process and you do not need to follow up with these stakeholders for their clearances.
RSU (If Applicable)	<p>If you have vested shares as of the date of your termination, access your Morgan Stanley or Fidelity account or contact Morgan Stanley or Fidelity (If Applicable)</p> <ul style="list-style-type: none"> • All unvested Restricted Stock Units (RSUs) will be canceled at the time of termination of employment. • For vests from February 25, 2019 forward – Fidelity Investments 800-544-9354, www.netbenefits.com • For vests from April 1, 2014 forward - Morgan Stanley 866-533-2575, www.stockplanconnect.com • For vests prior to April 1, 2014 - Charles Schwab 800-654-2593, http://eac.schwab.com
FFS Summary	<p>You can view your Full and Final Settlement Summary on Allsec. In case of pending dues, please expect an email from Amazon Accounts Receivable Team mentioning the bank account details to transfer funds to Amazon.</p>
Tax Computation Statement	<p>Employee post their last working day may download their last tax computation statement, by logging into Allsec portal > Clicking on Tax tab > selecting the month in which they received their Full & final settlement. For example – if an employee's last working day was 31st May 2023, as the payment would happen in June, employee must select June, to receive their latest tax computation statement.</p>

Amazon business conduct & ethics

Confidentiality Do's and Don'ts for Exiting Employees.

Do's	Don'ts
Categorize, handle, and store all Amazon data in accordance with all applicable Amazon policies	Copy confidential information onto external storage devices or personal drives
Consult your legal partner if you have questions about whether something is confidential	Store personal files (e.g., personal documents, photographs, etc.) on your work laptop
Submit a SIM with any questions to the BC&E Team	Store confidential information on third-party clouds

	Forward business emails, documents, calendar items, or any confidential information to your personal external email address
--	---

To learn more about what "confidential information" means and to review Amazon's policies for appropriate employee behavior when handling it, consult the following resources:

- [Backup Files - User Guidelines and Help](#)
- [Confidential Information and NDA Guidelines Policy](#)
- [Full Communications Policy](#)
- [Acceptable Use Policy \(Global\)](#)
- [Third-Party Software Policy](#)
- [Secure Communications Policy](#)

We would like to take this opportunity to thank you for working at Amazon and wish you every success in the future.