



dheeraj kumar11 <dheeraj.kumar11@byjus.com>

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## Request for Relieving and Confirmation of Last Working Day

2 messages

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**dheeraj kumar11** <dheeraj.kumar11@byjus.com>

Tue, 11 Mar at 12:10

To: <srinivasan.rb@byjus.com>

Dear Sir,

As you know, the company is currently undergoing insolvency proceedings. Due to the uncertainty surrounding this situation, I have accepted a position at another company.

Therefore, I would like to formally request my relieving and confirmation of my last working day as 14th March 2025. I have submitted this request through SuccessFactors and kindly ask for your approval.

Please let me know what formalities I need to complete to ensure a smooth transition. I would appreciate your guidance on the exit process and any necessary documentation.

For your reference, my details are below:

\* Employee ID: TNL21877973

\* Role: Lead Content Operations

Thank you for your time and attention to this matter.

Best regards,  
Dheeraj Kumar

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**R B** <srinivasan.rb@byjus.com>

Tue, 11 Mar at 19:14

To: dheeraj kumar11 <dheeraj.kumar11@byjus.com>

Hi Dheeraj Kumar,

Your approved LWD is 10th March '25.

Kindly consider this email as an acknowledgment of your resignation and a formal relieving notification. Please note that your experience letter will be issued after all necessary clearances are completed in the system and the full and final settlement is calculated. This process typically requires a minimum of 45 working days from the date of clearance completion owing to the ongoing NCLT (court process) and related system outages.

For any updates regarding the full and final settlement, you may reach out to [employeeefnf@byjus.com](mailto:employeeefnf@byjus.com) and [separations@byjus.com](mailto:separations@byjus.com) after the specified timeline.

Wishing you all the best in your future endeavors.

Please submit/courier the company assets to the address below along with the ID card.  
If you have chosen to courier the assets, please ensure that you:

- Take pictures and videos of the assets prior to packing.
- Pack the assets properly.
- Note down the tracking ID.
- Kindly mention the Employee ID(TNL000000) and Mail ID in the Consignment.
- Inform the Assets Recovery Team ([recovery\\_employeeassets@byjus.com](mailto:recovery_employeeassets@byjus.com)) when you courier the

assets.

- Receive confirmation from the Assets Recovery Team once the assets are delivered.

**Note: Any misplaced or damaged assets will lead to a penalty in your F&F settlement. We are not reimbursing the courier charges.**

**Bangalore Office Address:**

Team Employee Assets ([avinash.navalgund@byjus.com](mailto:avinash.navalgund@byjus.com))

Think and Learn Pvt Ltd at IBC Knowledge Park (Near Dairy Circle)

OR

Think and Learn Pvt Ltd

2nd floor, Building Number B1, Plot numbers

183, [184](#), [185](#), [187](#), [Bommasandra Industrial Area](#),  
[Jigani](#) Hobli, Bommasandra, Bangalore - 560105

Thanks & Regards,

**Srinivasan R B**

**Human Resources**

E [srinivasan.rb@byjus.com](mailto:srinivasan.rb@byjus.com)



[Website](#) | [LinkedIn](#)

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