



## Fwd: Separation process has been initiated for Ms. Sugandha Kapoor (304574)

1 message

sugandha kapoor <ritu.cool25@gmail.com>  
To: prateek chawla <Prateekchawla123@gmail.com>

Tue, 14 Oct, 2025 at 2:14 am

----- Forwarded message -----

From: AxisBank <[donotreply@tsrdarashaw.com](mailto:donotreply@tsrdarashaw.com)>  
Date: Wed, Sep 13, 2023, 4:16 PM  
Subject: Separation process has been initiated for Ms. Sugandha Kapoor (304574)  
To: <[sugandha.kapoor@axisbank.com](mailto:sugandha.kapoor@axisbank.com)>, <[ritu.cool25@gmail.com](mailto:ritu.cool25@gmail.com)>  
Cc: <[HR.DoNotReply@axisbank.com](mailto:HR.DoNotReply@axisbank.com)>, <[axisbank@tsrdarashaw.com](mailto:axisbank@tsrdarashaw.com)>

Dear Ms. Sugandha Kapoor,

This is to confirm that your Last Working Date as approved by the competent authority is 30-09-2023.

Please refer to the attached separation guidelines which will ensure a hassle-free exit.

Commonly asked questions about Employee Exit procedure are also attached for your reference.

Your relieving formalities will be completed in 30 days from the date of your all 'Exit Checklist' item clearance or relieving date, whichever is later.

Please raise tickets through Unidesk in case of any queries.

Regards,  
Team HR  
**Axis Bank Ltd.**

\*\*\*\*\*This is a system generated communication and does not require signature.\*\*\*\*\*

### **Attachments :**

1) Commonly asked questions about Employee Exit procedure

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 **Commonly Asked Questions.PDF**  
767 KB