

Exit Connect - Govind Ojha 28-Nov-25

1 message

Piyush Kukreja <piyush.kukreja@jci.com>

Wed, 29 Oct, 2025 at 7:13 pm

To: Govind Ojha <govind.ojha@jci.com>

Cc: Mohit Maroo <mohit.maroo@jci.com>, Jagat Chhabra <jagat.1.chhabra@jci.com>, JCI_HR_Ops_IBC <JCI_HR_Ops_IBC@jci.com>

Dear Govind,

This is reference to your resignation dated **September 30, 2025**, as you voluntarily decided to part ways from the Organization due to **better prospects**.

Your employment contract said that you would give two month notice, and your last day of work will be **November 28, 2025**.

To ensure your offboarding experience is seamless, we have outlined the exit formalities as per guidelines below basis our exit discussion.

- Please note that your Full and Final will be processed in 45-60 days subject to submission of assets (IT and Admin) and further clearances from respective departments.
- Notice Period – You are required to serve the Notice Period as applicable for you, based on the terms and conditions as per the employment contract. In case the notice period is not served, disciplinary action will be taken as per the procedures. In case any shortfall of notice days to be recovered then post validation the recovery will be added in your FNF settlement.
- Ensure that all company assets are returned to respective stakeholder in IT/Admin department on your last day of employment with the organization. In absence of timely submission of below listed assets (as per defined terms), the applicable amount will be deducted from Full & Final Settlement and would delay the processing of the Full and Final Settlement.


IT assets (Headset, Laptop/Charger), Laptop Bag, ID Cards, Locker key, Access card, SEZ Cards)

- Corporate Card: Ensure the corporate credit is cancelled on or before last employment day (LDE)
- Salary Slips/Form 16: Download all your pay slips & form 16 from Ramco on your LDE.
- PL Leave Encashment – Leave Encashment will be as per leave policy (calculated on Basic Salary component of salary structure, Basic Salary/26 X No. PL Balance left on LWD).
- Recoverable: Any reimbursement benefit taken by employee for inverter, monitor, keyboard & mouse is recoverable as per telecommuting policy if employee leaves the organization before completion of 12 month from the date of reimbursement or payout, if any.
- Also, any amount reimbursed for education in reference certification policy is recoverable in agreement with contract signed by the employee.
- Joining Bonus/ Notice buy out reimbursement -is recoverable incase an employee leaves within twelve months from the date of reimbursement, if any.
- Transition Allowance: Recovery of Transition Allowance is applicable as per terms in agreement accepted by employee.
- You will also be receiving email from HRSSC/HR Dept. to complete exit form and Asset Submission.
- Also, you need to surrender JCI ID card, access card and SEZ card on your last working day post which admin clearance can be given, failing to which may lead to non-clearance.
- Note for PF transfer approval and for KYC related queries please reach out to epfo.helpdesk-ext@jci.com with HR partner in CC
- Please note during notice period if any leaves taken than notice period will be extended basis no. of leave availed during the notice period.
- Please be aware that transferring or copying company data, other than personal documents like pay slips, comp letters, and Form 16, will result in additional disciplinary action.


Best Regards

Piyush Kukreja

Sr. Manager - HR

徽标, 图标
描述已自动生成

Get Help!; Meet Omni, your new HR Conversational AI assistant!
Multilingual | Human-like | Workday Integration | Powered by AI

图形用户界面, 网站 描述已自动生成

From: Govind Ojha <govind.ojha@jci.com>
Sent: Tuesday, September 30, 2025 12:45 AM
To: Jagat Chhabra <jagat.1.chhabra@jci.com>
Cc: Mohit Maroo <mohit.maroo@jci.com>
Subject: Resignation Effective 29TH September 2025

Hi Jagat sir,

I would like to formally resign from my position at Johnson Controls, effective today, 29th September.

I truly appreciate the opportunities and support I have received during my time here, and I will ensure a smooth transition of my responsibilities.

Regards,
Govind Ojha

Analyst| Contract Accounting
Email id:- govind.ojha@jci.com

Johnson Controls (India) Pvt. Ltd.

johnson-controls_Logo

Escalation Matrix		
HVAC (Booking and PSA Invoices)		
Level 1	Jagat Chhabra	jagat.1.chhabra@jci.com
Level 2	Mohit Maroo	mohit.maroo@jci.com

Level 3	Kulmohan Singh Anand	kulmohansingh.anand@jci.com
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Please use the link to submit ticket for your escalation - [OTC BSNA Incident Tracker](#)