



Resignation acceptance - 20574912 - IND

1 message

Wipro Notifications <notifications2@broadcast.wipro.com>
To: kreetika.chawla@wipro.com, kreetikachawla@gmail.com
Cc: avishek.chaturvedi@wipro.com, jyotsna.shukla@wipro.com

Mon, 10 Nov, 2025 at 4:37 pm

Dear Kreetika Chawla,

Your last working date is confirmed as November 10, 2025 by your HR, with reference to your resignation dated September 23, 2025.

Please make sure that you complete the separation formalities before this date. You will find attached a set of clearance guidelines and documents needed.

Some important reminders:

- **Time management tasks:** Check and update your leave/attendance/efforts as soon as possible. You will not be able to update/cancel/modify timesheets or leave on the system from 5 working days before your relieving date. Tickets or email requests regarding such modifications will not be accepted. If you foresee any overtime during the last seven calendar days, request your manager to share the details with the time and attendance team.
- **Data security and transfer:** Official data/information/files that you have access to will continue to be governed by the same data security policy requirements. **Please ensure that your personal information is transferred to yourself 15 days prior to your last working day.** For more details, refer to the Data Sharing Guidelines included in the "No Dues" document.
- **Confidentiality:** We also want to remind you of your continuing confidentiality obligations as an employee with respect to all Wipro policies including the Code of Business Conduct and Information Security.

We are sorry to see you go, but we wish you well in the next part of your career journey.

If you need clarification or face technical difficulties, reach out to your HR partner Jyotsna Shukla, jyotsna.shukla@wipro.com or raise a ticket at [WiServe](#) > Report an Issue > GPO (Global People Operations) > Select Classification as "Separation/Exit related queries".

*** This is system-generated mail. Please do not reply. ***

5 attachments

- No Dues Clearance Guidelines - India.pdf**
225 KB
- PF settlement process.pdf**
173 KB
- Prospectus of policy portability.pdf**
159 KB
- RPFC Form 13_ Filled PF Transfer Out (From Wipro).pdf**
640 KB

