

From: [Exit Pathway - The Separation Tool](#)
To: [Dixit, Sweksha](#)
Cc: [Das, Deboshri](#); [Sharma, Swati A](#)
Subject: Employee - Exit Formalities - Employee Do"s & Don"ts
Date: Wednesday, December 24, 2025 8:06:04 PM

Hello Sweksha Dixit,

*Your resignation dated **12/23/25** is hereby accepted and has become effective. As discussed, your relieving date is 2/20/26.*

Relieving Letter will be issued on successful completion of full & final formalities and handover of all company assets.

Employees are suggested to work from office during their last week of work as it will help in smooth asset submission process.

Additionally, fulfill the following applicable requirements **within 15 calendar days** from receipt of this email for timely and accurate full and final settlement.

We recommend you update your Roles & Responsibilities on workday which may help you to request a letter for Immigration / Permanent residency in future.

Please note that physical accesses to the location will be revoked post 7:30 pm IST of your last working day and in case your shift ends post 7.30 pm IST, please reach to security team to issue dummy card in case you are unable to access the premises on the last working day towards your shift end time.

Kindly open the [Exit Pathway Tool](#) and go to [My View](#) to complete the applicable formalities related to exit, at the earliest.

Please find additional resources (also available on Exit Pathway tool) to help you complete the required processes.

FAQ's	All queries related to the clearances & Exit related processes
Updating Roles & Responsibilities	Go to Workday/View Profile/Career/Skills/Edit for updating your Roles & Responsibilities. Please check navigation steps for assistance
Contact Functional SPOC's	Ask any questions to Functional SPOC's related to your Exit
Exit Interview tab	Exit interview form to fill

	<i>(Not applicable for Transfer Out cases)</i>
<u>Investment Proofs Submission</u>	<p><i>Go to ADP tab/ADP Portal for submitting your Investment Proofs.</i></p> <p><i>ADP Portal will be disabled 10 days before your LWD.</i></p> <p><u>Forms/templates</u> <i>for investment proof submissions</i></p>
<u>Encashment Tab</u>	<i>Kindly update the Encashment tab i.e. Leave Encashment Exemption and Gratuity payment received from your previous employers.</i>
<u>Pay slips</u>	<i>Go to ADP tab/ADP portal and take necessary print-out of your salary slips as your access to ADP Portal will not be available post your separation is processed.</i>
<u>Department Wise Clearance</u>	<p><i>Will help to view the status of the clearances</i></p> <p><i>For department wise clearances do not reach out to the HRG's/Stakeholders.</i></p> <p><i>Clearances will be given by the department within 10 days prior to your Last Working Date.</i></p>

Disclaimer: "Please note that certain surveillance and monitoring activities are practiced throughout the Bank of America Corporation, the Company and any direct or indirect subsidiary and affiliates of either of these ("Bank") in order to maintain security, prevent loss and misuse of our proprietary materials, ensure compliance with Bank policies generally and to serve other legitimate business purposes including, but not limited to, addressing compliance issues and supporting internal investigations.

You are reminded that you are strictly prohibited from sending any Bank confidential and/or proprietary information (including any work produced by you while employed with BA Continuum India Pvt. Ltd ("Company")) to your external personal email account(s) and/or disseminating it to any unauthorized third party recipient by any means. Any employee who violates these requirements may be subject to disciplinary action up to and including summary

termination and/or legal action.

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In order to reasonably protect its legitimate interests in this regard and as you have access to Bank confidential and/ or proprietary information, and/or you have elevated privileges on the Bank's systems, the Bank will enable enhanced data monitoring on your Bank provided computer and/or mobile device from today's date.

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You will be subject to the following enhanced monitoring activities:

- - Monitoring of your Bank provided computer and/or mobile device.
 - Enhanced email monitoring.
 - Deployment of a software tool enabling us, inter alia, to monitor and capture emails, instant messages, files transferred and received, web searches, documents created, applications accessed, data printed and other network activity carried out on your Bank provided computer and/or mobile device.

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The information generated by the monitoring activities described above may be viewed by appropriately authorized individuals in the country of origin as well as those in the United States of America and other countries and may be disclosed to regulatory authorities, in each case only to the extent permitted by applicable law. It will be treated and retained for as long as reasonably needed, in accordance with local data protection and other applicable laws

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Accordingly, if you currently use your Bank provided computer and/or mobile device for personal use, you may wish to cease to do so now."

Sincerely,
GBS India HR Shared Services team

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