



Exit Formalities- (INR014565 - Sumit Kumar)

1 message

alias-Allegis_Allegis_exitmanagement <Allegis_exitmanagement@allegisgroup.com>

Fri, Oct 20, 2023 at 9:41 AM

To: imsumitkr001@gmail.com <imsumitkr001@gmail.com>, Sumit.Sunil@astoncarterindia.com <Sumit.Sunil@astoncarterindia.com>

Cc: Mannan Tarpan <ktarpan@astoncarter.com>, alias-Allegis_Allegis_exitmanagement <Allegis_exitmanagement@allegisgroup.com>

Dear Sumit,

This is to keep you informed that you will be relieved from our services effective **19th Oct '2023**.

Attached are Exit Clearance form, Form XV (Service Certificate) & Allegis Investment proof submission (Financial year 2023-2024).

Please make sure you update your timesheet till your LWD in RAMCO and client tool along with timesheet approval without which we will not be able release your F&F.

IMPORTANT NOTE:

- All these documents to be duly signed by you & send through scanned copy only**
- The Timesheet to be approved till your LWD.**
- Kindly download your Pay-Slips from the tool before your LWD.**

Please do not club the Exit documents & Investment Proof documents, kindly make separate attachments.

Your F&F(i.e.Oct'23 salary) & Relieving letter would be processed by 25th of Nov'23

Thanks & Regards

HR-Operations

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