



Vaibhav Sharma <vaibhavsharma0399@gmail.com>

Fw: EXTERNAL : Acceptance of Resignation Request

Vaibhav Sharma (MIB) <vaibhav.sharma16@yesbank.in>
 To: Vaibhav Sharma <vaibhavsharma0399@gmail.com>

Fri, Mar 28, 2025 at 5:21 PM

For personal reference.

Warm Regards,
Vaibhav Sharma
Manager - Micro Enterprises Banking
M: +91-7217607633



From: YES Bank <yesforyou@darwinbox.in>
Sent: Friday, March 28, 2025 3:12 PM
To: Vaibhav Sharma (MIB) <vaibhav.sharma16@yesbank.in>
Cc: Ankit Sharma (MIB) <ankit.sharma2@yesbank.in>; Tanu Gandhi (HCM) <Tanu.Gandhi@YESBANK.IN>
Subject: EXTERNAL : Acceptance of Resignation Request

* External Email: Do not click on any links or open any attachments unless you trust the sender and know the content is safe *



Dear Vaibhav Sharma,

This has reference to your resignation dated 18-Mar-2025 expressing your intention to resign from the services of the Bank. Please note your resignation has been accepted and you will be relieved from the services on 28-Mar-2025, subject to completion of all exit formalities.

Below are your details as per HCM records:

- Employee ID: 6775207
- Date of Joining: 12-Dec-2024
- Functional Designation: Relationship Manager Portfolio
- Corporate Designation/Grade: Manager
- Business Unit: Micro Enterprises Banking
- Sub Business Unit: Micro Enterprises Banking
- Business Title: Relationship Manager Portfolio and Manager
- Location: Noida Noida, Uttar Pradesh, India, Tier2

Listed below are certain clearance procedures that need to be completed on/before your Last Working Date (LWD), to ensure seamless processing of your Full and Final settlement (F&F). In case you fail to complete the required exit formalities within the stipulated timelines, necessary action will be initiated by the Bank.

Sr. No.	Clearance	To be given by (SPOC)	Contact Details of SPOC
1	Handover Certificate	Self	Self
2	Exit Interview	Self	Self
3	ID Card Submission & YES Pulse ID	Your HCM RM	Your HCM RM
4	HCM related recoveries/payable & FNF Input	Your HCM RM	Your HCM RM
5	BDTS – Laptop/Desktop/Any other BDTS Asset	Sachin Gaikwad (West & South Zone) OR Arpit Jain (East & North Zone)	sachin.gaikwad1@yesbank.in; arpit.jain1@yesbank.in
6	Financial Management	Harshad Dhuvali	harshad.dhuvali@yesbank.in; yespayhelpdesk@yesbank.in
7	Credit Card	Viswesvaran Palanivel (RC) Murugan K	viswesvaran.palanivel@yesbank.in; murugan.k2@yesbank.in
8	Training Expenses	Mittal Panchal	mittal.panchal2@yesbank.in
9	Bank Car	Reshma Dsouza	reshma.dsouza.fm@yesbank.in
10	Housing Loan	Kindly reach out to nearest Retail asset center.	

Points to Note:

I. Notice period, Leave and Attendance

- You are required to serve the applicable notice period, in line with the terms of employment. Shortfall in the notice period, if any, would be recovered in your Full & Final Settlement.
- As per the terms of employment & the prevailing policies of the Bank, you are not eligible to avail Privilege Leave during notice period.
- Kindly regularize your attendance up to the Last Working Day. Do inform your HCM RM in case of any LWP/refund which needs to be adjusted while settling your F&F.
- Please be informed that your salary for the last month of your notice period, along with the reimbursements, if any, will be kept on hold, and processed along with your F&F. You are requested to get in touch with your HCM RM for further clarification in this regard.

II. Provident Fund & Gratuity:

- Membership to Provident Fund (PF) & Employee Pension Scheme is a social security measure and forms part of retiral benefits hence employee should continue/retain with this till the attainment of retirement age.
- You may apply for PF withdrawal if you remain unemployed for more than 60 days from your last working day.
- You may transfer the accumulated PF to your prospective employer by sharing the UAN for linking the PF. PF Office allows online process for PF withdrawal (Form 19 & 10C) / PF Transfer (Form 13) Link - <https://unifiedportal-emp.epfindia.gov.in/epfo>
- Eligible** employees need to mandatorily submit the Gratuity Declaration Form on/before the LWD. The Bank is not responsible for any delay in claiming the gratuity arising out of non-completion of exit formality & non

submission of mandatory forms. Below mentioned is the link to download Gratuity Declaration Form.

- Link: **Gratuity Declaration** . Request you to physically fill in the details & sign the Gratuity Declaration form, scan & share the same on below mentioned email id **DL_HCM_FNFS@YESBANK.IN**

***Eligible employees – Employees whose tenure in the BANK has been **4 years & 8 months or more** are eligible to receive Gratuity as per the Gratuity Act.*

III. Documents required for Tax Benefit:

- To claim Income Tax benefit on unclaimed reimbursements, kindly submit original bills along with the Reimbursement Form to your HCM RM, on or before your last working day.
- To claim the Income Tax benefit, kindly submit relevant investment proofs along with the investment declaration form to your HCM RM, on or before last working day.

IV. Communication Address & Salary Account details:

- Your relieving letter & all future correspondence will be mailed to your personal email id, available in the HR records. Please ensure to update correct / updated email id
- Post your last working day at YES Bank, your Staff salary account will be converted into normal Savings account and Average Quarterly Balance (AQB) should be maintained in the account. For more details, you may contact the nearest branch.
- Staff cannot continue to maintain YBL office address as Communication Address in his/her Savings Account with YES Bank once the staff resigns. It is the responsibility of the concerned employee to ensure compliance to this requirement. The staff may visit the nearest YBL branch to get the communication address updated.
- In case the communication address of your Staff Account is of any YBL office and you have not got it modified until your LWD, YES Bank will change your communication address to same as that of your permanent address within 07 working days of your resignation approval date.

V. Other Details:

- In the event, you have been Granted any Stock Options (JESOPs/PESOPs). Please note that all unvested Options as on date of resignation will stand cancelled. Further, you shall have 60 days from the date of resignation to exercise any and all vested options during the exercise window (as communicated periodically). You will be able to exercise these options by logging into <https://yesbank.esopdirect.com>
- For further details, please refer to the respective ESOP plans on Darwinbox>>HR Documents>>Employee Policies.
- In-case of any queries please contact your respective HCM RM or write to employee.benefits@yesbank.in
- Any reward points assigned to you on Yes League of Excellence as a part of Bank's Rewards & Recognition programs for the staff will lapse; the

same to be redeemed by you on or before your last working day.

- Please ensure that all your official expense claims are raised and sent to Finance Management prior to your last working day. You may coordinate with the concerned department to clear pending dues, if any.

VI. NOC for IRDA:

- For IRDA NOC, please write to IRDAI.NOC@yesbank.in
- Escalation Level 2: rajeshwari.konar.ext@yesbank.in
- Escalation Level 3: shilpa.bhopatkar@yesbank.in
- Escalation Level 4: tauquir.ahmad@yesbank.in

VII. Alumni Portal:

- Post your LWD, you will have access to our Alumni Portal.
- The portal can be accessed at anytime, anywhere, outside YES BANK domain from non YBL device. Link - <https://ess.hgsbs.com/Login/Login>
- Login Details are as follows :

User id - Numeric Employee Code (eg:1234567)

Password – PAN Number (Capital letter)

- To extract & view the Pay slips, Tax Forecast & Form 16, click on the mentioned link.

You hereby acknowledge that owing to your employment with the Bank, you have access to certain confidential information of the Bank, including but not limited to the Bank's policies, processes, employees, clients and businesses. You understand that your confidentiality obligation as stated in the appointment letter continues to be binding on you, notwithstanding termination of your employment contract with the Bank. Accordingly, please note that the confidential information can't be used and/ or disclosed by you, at any time in the future.

If you have any queries or require any assistance with regards to the resignation process, please feel free to reach out to your HCM Relationship Manager or raise a ticket on Employee Service Desk through YES for YOU Darwinbox >> Helpdesk or write an email to Employee Service Desk on hcmhelpdesk@yesbank.in

For Employment Verification checks, the requests may be sent to: Employmentverification@yesbank.in

Post your LWD, incase if you have any queries related to F&F Clearance, F&F Status, Relieving Letter, you are requested to write an email to Employee Service Desk on hcmhelpdesk@yesbank.in

Once again, we appreciate your contribution to the Bank and we wish you all the best in your future endeavors.

Thanks & Regards,
HCM Team

Please use YES BANK's digital channels such as NetBanking, iris by YES BANK, UPI, and YES ROBOT for your banking needs.