



Resignation Acceptance_2587246-MS. SONAKSHI Singh

1 message

<separation.administration@tcs.com>

Mon, Mar 3, 2025 at 3:44 PM

Reply-to: separation.administration@tcs.com

To: s.sonakshi1@tcs.com, sonakshis713@gmail.com

Cc: roshanimatilda.silvester@tcs.com, simmi.mahra@tcs.com, mahesh1.chavan@tcs.com, rashmeechhaya.bora@tcs.com, jyoti.c1@tcs.com, homiar.vaghchhipawala@tcs.com, rao.rajan@tcs.com, chirag.khurana@tcs.com, bharathraj.m@tcs.com, dipesh.gudhka@tcs.com, sachin25.g@tcs.com, rahul1.gaikwad@tcs.com, bijay.mohanty@tcs.com

Dear MS. SONAKSHI Singh,

This is with reference to your resignation dated 12-December-2024 and further to our previous communication dated 13-December-2024.

We would like to inform you that we are in receipt of your resignation and you would be released from the services of the company effective close of business hours on 11-March-2025 subject to your completing the notice period as stipulated above.

We also remind you of the obligations of the confidentiality and non-disclosure agreement which you had signed during the course of your employment with the Company. You are required to bestow the same degree of commitment in protecting the Intellectual Property of the company as you have agreed to uphold as per the terms of the confidentiality and non-disclosure agreement. You will be required to ensure that the trade secrets, confidential and the intellectual property that were developed when you were in the employment of the company continue to be protected and are not compromised in any way.

Please note that you are also required to uphold and abide by the security policy and processes of the Company throughout your tenure. Kindly ensure that the interests of the company is not compromised in any manner.

You are requested to connect with Ms. Simmi Mahra (121577) ,Mr. Homiar Vaghchhipawala (174919) ,Ms. Rashmeechhaya Bora (557421) ,Mr. Jyoti Chutia (1581727) ,Mr. Mahesh Chavan (149654) ,Mr. Chirag Khurana (1246572) ,Mr. Bharathraj Mohandass (396337) ,Mr. Rajan Rao (1022784) ,Mr. Dipesh Gudhka (231405) ,Mr. Sachin Gupta (842501) ,Mr. Rahul Gaikwad (274133) ,Mr. Bijay Mohanty (531443) 10 working days prior to your last working day for completing your separation formalities.

You can also refer to the Separation Kit which will give you separation process related details as well information that you may require post separation from the organisation.

Ultimatix -> Employee Services -> Polices -> HR Policy Hub -> HR Processes -> Separation -> TCS India Policy - Separation -> For detailed View on the related documents please Click Here -> TCS India Process - Separation Kit

Wish you success in your future endeavors.

Thanks & Regards,
Roshani Silvester
Human Resources
Tata Consultancy Services Limited

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