

SHIVAM

From: HR Helpdesk <hr.abc@peoplestrong.com>
Sent: 17 November 2025 17:41
To: SHIVAM
Cc: Abhineet Kumar
Subject: Resignation Request Approved Successfully

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Dear SHIVAM .,

Your resignation has been approved, with the following details -

Date of Resignation: Oct 12, 2025

Last Working Date: Nov 30, 2025

This an auto-generated email and the official relief would be provided after the full and the final settlement process.

This email should not be considered as a document in lieu of the official relieving letter.

Here's some information to assist you in your relieving formalities:

1. **Outstanding work/ commitments**

All outstanding work commitments must be discussed and smoothly handed over to your reporting manager so that suitable transition arrangements can be made. Please read the Annexure to your employment kit which clearly states that all customers/clients you have been in touch with during the course of your employment are the property of the Company and any breach of such condition shall be considered as breach of duty and accordingly legal action shall be initiated against you. Your full and final settlement shall be deferred in case the company during the course of its audit (post your last working day) discovers that you are in touch with clients obtained by you during the course of your employment and the sums payable to you shall stand forfeited.

2. Company documentation and other assets/property

On your last day, please ensure that you have returned any/all of the company's documents/manuals etc including but not limited to your **desktop/ laptop as applicable, ID card, Visiting Cards** in your possession to your manager and obtained the required acknowledgment. Failure to surrender the applicable cards may either lead to a delay in your settlement or a recovery may be made as appropriate.

3. Full and Final settlement

The TAT for FnF settlement is usually **15 days** from the last working date. However, the same may be delayed on account of inefficiencies in your exit/ business handover documentation. A few pointers on your settlement:

- Please ensure that you have Regularized/updated the **Attendance in HRMS system** with any leave that you may have taken but not applied and your manager has approved all the attendance/leaves till your last working day.
 - Your attendance for the purpose of processing your full and final settlement shall be pulled out on the last day of your working. Hence, you are requested to kindly get all your attendances approved by your respective reporting manager.
 - **In case any attendance miss-out or regularized/approved post your exit will not be entertained once FFS payment is done, except the last day attendance.**
 - **Gratuity**, if applicable will be paid as part of your settlement
 - The **PL leave credits** for the current year (on a pro-rata basis) along with the available balance will be encashed as per policy.
 - If you are eligible for gratuity & Leave encashment, Please confirm whether you claimed any gratuity/Leave encashment amount as non-taxable in any of your previous employment or any other organization or not. Attaching the declaration forms for your reference, please fill the details & share duly signed declaration forms to hr.abc@peoplestrong.com till your LWD. In case of no confirmation within 24 hrs, we will process gratuity/Leave encashment (If eligible) as non-taxable as per your tenure & eligibility with us.
 - Please ensure that you have submitted the required **Income Tax proofs in HRMS**, for the purpose of your final settlement calculation. In case no proofs are submitted, the tax payable by you shall be calculated considering the fact that you have no proofs to submit and accordingly tax will be re-computed and deducted from your full and final settlements. **In case the amount of tax exceeds the full and final settlement, you agree to pay off the sums to the Company on receipt of notice towards the same.**
 - Other **recoveries** if any will either be adjusted from your settlement or recovered.
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- Please ensure that you take necessary print outs of Pay slips and Form-16 other than your last working month for your future requirement.

4. GMC

- Your GMC base policy will be expired on your last working day in the system, however Top-Up will be continued till the end of current financial year. Kindly note, Top-up will be activated once your Base Sum Assured limit is fully utilized.

5. PF Settlement

you can refer the Provident Fund withdrawal and transfer Process is available on HRMS (Login HRMS – Click on quick links – Go to Navigation Guide/FAQ's/Forms – ABC_Provident Fund FAQ's

6. **Relieving Letter :-** Your service/relieving letter will be issued to you with to you on your personal email id updated in the system, within 2 days from the receipt of FFS settlement amount.

7. **For ABSLAMC Employees only:-**

- **Fill Online Exit Interview Form on IT4ME on your Last Day (Link:- <https://it4me.abslamc.com/SitePages/Default.aspx#>).**
 - **Fill Online FORM D on Velox system on your Last Day (Link:- <https://veloxcompliance.abslamc.com/login.aspx>)**
 - **Form D updation Process :** After Login > Click on Transaction> Annexures> Periodic Disclosure and then choose Annexure as Exit – Form D
 - **Kindly take Form D related clearance confirmation from Legal & Compliance Team before leaving the office.**

8. **For ABSLI Employees only:-**

You are requested to please visit ATS (Assets Tracking System) through below mentioned link and transfer all assets tagged to you to your L1 manager/Team member or to whom you will give handover of these assets. Pl ensure L1 Manager or IT team member accept the possession in ATS, otherwise these assets will continue to be tagged in your name and cost of these assets will be recovered from your respective FFS. Link :- <https://absli.eambrace.com:7035/>

Finally, we thank you for your contributions and wish you well for the future.

For further assistance, please raise a ticket via help desk available on Mobile application and Web application.

Regards,

Team HR Shared Services

Toll Free * 1-800-103-0110