



Dear Mayank Raj,

We are sorry to see you to go!

Your resignation dated 01-DEC-25 stands accepted, please log into the Oracle system for your last working date. The separation formalities will be initiated 7 days Prior to your last working date at GlobalLogic i.e. 02-JAN-26 as per policy. Subject to clearance of all dues **along with Car Lease Closer (if applicable)** you shall be issued your Resignation Acceptance Letter on your Last working day.

Please find below the action items to help you with your exit formalities:

1. For claiming Income tax rebate- You are requested to submit the actual investment proofs for current financial year in the ADP portal on or before your last working day. This will ensure that your final income tax calculations are made accordingly and you are provided with the maximum possible benefit under the Income Tax Act.

2. Kindly ensure to submit all bills related to your reimbursement claims in ADP Portal and send the mail to, FOR GTPL - finance_gtl@globallogic.com / FOR GIPL - gipayroll@globallogic.com (please ensure while sending the email mention your name and Ecode in the subject). Any unclaimed reimbursement will be paid as a taxable along with full and final settlement.

3. Kindly ensure to get your address and contact details (mobile no. and personal Email-id) updated in GLO and under Oracle Employee Self Service, Personal Information Page.

4. Any dues related to loan, salary advance or any other recovery needs to be settled before finance clearance. Please get in touch with finance department for clearing the dues, otherwise your clearance from finance shall remain pending.

5. Your FNF along with the Experience/Relieving Letter will be processed within 45 working days post completion of your clearance of the outstanding dues (if any).

6. Post separation, you can write to, FOR GIPL- exit.support@globallogic.com / FOR GTPL - exitsupport.gtl@globallogic.com for any support.

We wish to inform you that access to all internal GlobalLogic web sites and application will be revoked post 6 pm on your last working day.

For any queries pertaining to your separation process, please refer to the Separation Guidelines on GPS or reach out to your HR Business Partner.

We wish you all the best for your future endeavours.

Regards
EMS

PS: This is a system generated email, please do not reply.

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