



EXL Exit Communication Inbox



Exit Management 27 Jan



to ▾

Dear Employee,

This communication is being sent to a separating employee's Personal e-mail based on records and Official e-mail.

Our records indicate that you have decided to discontinue your services from the Organization, and hence, to make your exit experience hassle-free and easy, we have outlined a set of guidelines.

Attached is "Exit guidelines" pertaining to the exit formalities. We request you to refer to the details and ensure all the required actions are completed by you for smooth exit.

If you have any further questions, you may reach us basis the document attached.

You can also, try HR Chatbot for any HR related queries [Inbox](#) | [Agent Workspace](#) | [ServiceNow](#) till you are active in system

We thank you for your services to EXL Service and wish you all the best for your future endeavors.

Regards,

Digital HR Operations