

## Your separation request has been accepted



NEO <system@successfactors.com>

Fri 2/6, 2:07 PM

Harish .



Reply all |

Inbox

Enterprise Vault | Metalogix Archive Ma... | Action Items



**External Email:** This email has not originated from WNS. Do not click on attachment or links/URL unless sender is reliable. Malware/ Viruses can be easily transmitted via email and also lead to a Phishing compromise.



Dear Harish .,

Your resignation dated 01/16/2026 is accepted by your Manager.

Please check NEO for the following activities before your last working day :

i) Check and update your contact details in NEO, under both email types Personal and Pay-slip for future correspondence of -

- Experience Letter
- F&F statement

ii) Download the following documents prior to LWD from <NEO – Compensation Statements>

- Form 16 for previous years
- Pay-slips of previous months
- Appraisal Letters for previous years

iii) Ensure all pending i-Expense claims are recorded on portal and approved by your Manager and Finance team. Kindly record the claim number for your future reference. Connect with [https://secure-web.cisco.com/1CxIBezbg7ps3UnLLn1b0xZFYzAl6yBNoplYCoI6S7m4SSellz1TjnJMaOwDIZqLVMclZcE4BmuzvnFGfD3qKLnmlVbXzPhtTJ0fpa0Cg7ec7LGgqqqTZ-qd1hC4-574oyFwM6mt5yNFPY-pJnBRc70ggK4r6EzTFTGUb1XuqkkPI\\_PYmkldwlmGfYQ872BBIrKOPV47QWve3e1wSJ4bykVSs3Vjv1h9DMAOZ8fANRMS-EfJSz0wCwQlaUEcS7GAsA1YfiBUb8Wr6f4iPyQ9t7jwfx-VqXLI4Ba11ILk/https%3A%2F%2Fmyfinance.wns.com](https://secure-web.cisco.com/1CxIBezbg7ps3UnLLn1b0xZFYzAl6yBNoplYCoI6S7m4SSellz1TjnJMaOwDIZqLVMclZcE4BmuzvnFGfD3qKLnmlVbXzPhtTJ0fpa0Cg7ec7LGgqqqTZ-qd1hC4-574oyFwM6mt5yNFPY-pJnBRc70ggK4r6EzTFTGUb1XuqkkPI_PYmkldwlmGfYQ872BBIrKOPV47QWve3e1wSJ4bykVSs3Vjv1h9DMAOZ8fANRMS-EfJSz0wCwQlaUEcS7GAsA1YfiBUb8Wr6f4iPyQ9t7jwfx-VqXLI4Ba11ILk/https%3A%2F%2Fmyfinance.wns.com) in case of any queries

For smooth and timely F&F processing, request you to complete the below exit formalities before your Last Working Day -

Please connect with the below-mentioned Departments and ensure that all clearances are completed before your last working day.

Clearance will be provided by respective Departments on NEO. You can view the exit clearance form under your employee profile on NEO and Validate the following –

### 1. Manager Clearance –

- i) Pending Leave update approvals, Attendance regularization approvals, Comp-off Approvals, Notice period, and Last Working Date updates in the NEO.
- ii) Pending incentives – Client and WNS

Only the entries that are in the system will be considered for Full and Final Settlement

### 2. Finance Clearance -

- i) LTA/Medical/Income Tax declaration proofs - Upload the scanned copies of supporting documents in NEO. And notify [Mytax@wns.com](mailto:Mytax@wns.com)
- ii) Foreclosure under the Company car scheme, if applicable. Please write to [mycar@wns.com](mailto:mycar@wns.com)
- iii) For PF withdrawal or transfer-related queries write to [WNSUANHelpdesk@wns.com](mailto:WNSUANHelpdesk@wns.com)

### 3. IT department –

- Retention of Company Owned Number:-
- i) To retain the company's paid number, kindly approach [tech.communications@wns.com](mailto:tech.communications@wns.com) two weeks before your last working



ii) If an end user does not initiate and complete the process for transfer of ownership before their last working day, the number will be discontinued on his/her last working day by the service provider and WNS will not be able to retain the number in Corporate A/c.

iii) If end user faces any hindrance while converting the number to their own account, kindly approach [tech.communications@wns.com](mailto:tech.communications@wns.com)

iv) In addition as per company policy, WNS is not liable to pay for the number after their Last working day.

• Discontinuation of Company Owned Number:-

Company owned number will be permanently suspended on the employee's last working day if they do not opt to retain the number

• Handover of Laptop and any other IT assets on last working day or latest with 7 days post Last working day. Please note if the Laptop/SIM/Data card is not handed over before the LWD, recovery will be initiated in your Full & Final Settlement

5. Facility/BMS Team -

(i) ID Card and Access Card Handover

(ii) Drawer, and Cabin keys

(iii) Company accommodation etc, if applicable.

Please ensure your Aadhar and PAN are linked. TDS deduction @ 20% is applicable in the F&F per the Govt guidelines in case it is not linked.

Full & Final Settlement/Credit and Experience Letter will be issued subject to no dues with the organization.

In case you don't receive F&F Statement / Experience Letter within 45 days of your Last working date on your email ID, please write an e-mail to [hr.connect@wns.com](mailto:hr.connect@wns.com)

Full and Final Settlement will be processed, only if all clearances are completed. Please note that it is your responsibility to check and clear all the above points before your last working day to ensure smooth and timely processing of F&F.

Wish you all the best for your future endeavors.

Regards,

WNS Global Services (P) Ltd.

*Please do not reply to this email as it is a system generated mail. For any support related queries, please write to*