

Hi Drishti,

Thank you for giving us a heads up on your resignation dated 20th Feb'26. We understand your reasons / circumstances which propelled this decision. It has really been a pleasure working with you, and we wish you all the very best for the future.

We would like to mention that your profile/position requires 30 days notice to help us prepare for a back-up, enable smooth knowledge transfer and to avoid any business impact. Hence, your last working day is set as **21-March-2026**.

Please continue to perform to your usual high standards during your remaining time with the company. In case further discussions / clarifications are required, we would be happy to assist you.

Please ensure completing the below employee separation formalities before your LWD. You are suggested to read the formalities carefully.

Employee Separation Formalities (please read carefully)

- Please refer to the POC table at the end of this email, including hardware, FnF and employment checks (Only the HR Ops team is authorised to verify the employment records, the email is given below).
- Full & Final Settlement (including the relieving letter): is processed after 45 days from your last working day. Ensure to fill this [FnF Information form](#). In this form, you are also required to upload the completed copy of the attached Employee Exit Interview Form. Please ensure to submit this form within 2 working days from the date of resignation acceptance. Any delay or non submission will impact the FnF settlement.
- Payout and payslips: The payment of last month's salary during the notice period is subject to clearance from our admin and IT team upon submission of asset/other peripherals. Any damage/loss/non-submission of the same will be treated as recoverable from pending dues. You are required to download salary slips for future reference. Last month's salary slip will be shared after your exit (along with FnF).
- Return of official assets: Ensure to submit official laptop / desktop, charger(s), cables, dongle/mifi device/SIM card/Mobile Phone, Highspring India ID Card to your team lead / manager or Hardware Admin team in office. Only outstationed employees will be entitled to collection from home. Such an employee should share asset details, home address and contact numbers for coordination with the Hardware Admin team. An employee will be responsible for disassembling all the devices, protecting them with packing materials, extra padding for screens (laptop or monitors) while keeping them in box(es) along with any card / badge issued to you. Record and share a clear video of such packaging with the hardware team.
- Badge & Cards: Google badge / Access card to be submitted at the Security Reception. Vending machine cards or Nescafe cards to be handed over to the respective HRBP or the team lead before leaving the office premises.

Please find the revised POC table for resignation acceptance emails.