



Exit Next Steps & Closure

From Somia Mittal <somia.mittal@publicissapient.com>
Date Tue 01-11-2022 12:26 PM
To mahato.satyajeeet <mahato.satyajeeet@outlook.com>; Satyajeeet Mahato <satyajeeet.mahato@publicissapient.com>
Cc Exit Helpdesk 20_PBS_IN <exithelpdesk20@publicissapient.com>; Astha Chachra <astha.chachra@publicissapient.com>

6 attachments (1 MB)

Guidelines for proof submission.docx; FAQ - Offline Documentation Exit Payroll Documentation-Nov-22.pdf; F&F Delay Letter - Satyajeeet Mahato - 170458.pdf; Leave Encashment Declaration form.docx; Resignation 1a - Satyajeeet Mahato - 170458.pdf; Tax Investments and Reimbursement form.xlsx;

Hi Satyajeeet ,

As per your resignation email today, this is to confirm that you will be relieved from the Company on 1st Nov'22.

I will be your point of contact for your exit documentation and would like to share important guidelines to smoothly facilitate your exit process.

EXIT NEXT STEPS:

Please find attached the documents mentioned below for your reference and statutory forms for your immediate action.

1. Resignation Acceptance letter 1a
2. Full and Final Intimation Letter
3. FAQs to help answer some of your questions around exit paperwork

Payroll Related Next Steps:

- Attached are the **statutory forms** required for your exit process
- a. Leave Encashment Declaration Form
 - b. Gratuity Declaration Form (*applicable only for a tenure of equal to or more than 1650 days of service*)
 - c. Offline Investment proof (Tab 1 of excel) & Reimbursement form(Tab 2 of excel) along with Investment proof submission guideline

***Kindly submit your investment proofs and Reimbursement claims (if any) to avoid any tax implication since it cannot be done once the F&F is settled. No hardcopy of documents required. In case of incorrect/any missing proofs the tax will be deducted accordingly. However, you can also claim the tax benefit in your next organization except HRA.*

You are required to fill the above mentioned forms and **share them with me in next 3 working days else it will not be considered**. The instructions to sign these forms are given in the Appendix below.

Additional Next Steps:

1. You will get the access to **Allsec Alumini** portal in 72 hrs. of your exit date
***The Allsec Alumini portal credentials to login will be sent to your personal mail ID post your exit date where you will be able to view & download your Payroll related statements like Salary slips, F&F statement, PF statement,, Form 16, and also Initiate PF withdrawal or transfer*
2. If the need be, please securely take a backup of your personal data **ONLY**
3. Please directly clear your AmEx dues if any, on account of a personal expense and destroy the card subsequently
4. Please arrange to handover the Company assets (laptop, charger, laptop bag, access card, headphones, drawer keys, etc.) issued to you at your home office location – our IT & OS Teams are available in office for collection & clearance.
***IT and OS asset pickup is only available for home town cases (outside GGN, NOIDA, BLR, MUM, HYD). In case you are in your home town and wish to get asset picked – please fill the **Asset collection form** for us to make pickup arrangements.*

The **experience letter** will be shared post all the clearances from the stakeholders. Your full and final settlement sheet will be available on **Allsec Alumini** Portal shortly after your F&F has been credited post your exit date.

If you have any query or need to understand your full and final settlement after it has been credited, please send an e-mail to EXITHELPPDESK20@publicissapient.com and our Exit or payroll Team will get connected with you

APPENDIX: Directions to sign your online forms:

Option 1 – If you have a printer/scanner	Option 2 – If you don't have a printer/scanner
<ol style="list-style-type: none"> 1. Take a print out of the document 2. Fill & Sign it according to the instructions given in the document 3. Click a picture of the signed document (all pages) OR Scan it 4. From your email ID, reply to this email with all the attachments 	<ol style="list-style-type: none"> 1. Download the document 2. Open it in MS Word (.docx) 3. Fill it according to the instructions given in the document 4. In place of signatures, mention your complete legal name 5. Convert the MS Word file (.docx) into PDF (.pdf) 6. From your email ID, reply to this email with all the attachments. Please mention reply : <i>I <Full Name>, hereby confirm that the information provided in these documents from Publicis Sapient is valid. In the absence of an option to sign this document soft copy and consider it as my acknowledgement for the same.</i>

Thanks & Regards,
 Somia Mittal
 Sr. Associate, People Shared Services
 Pronouns: she/her/hers



As **trusted partners**, we define and engineer connected solutions, ensuring happy valued people and materially impacting business results.

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