

## HR Resignation Acceptance | Harsh Chaudhary - 25220

1 message

TalentRelease@microland.com <TalentRelease@microland.com>

14 June 2025 at 19:00

To: Harsh.Chaudhary@microland.com, protocolblack3301@gmail.com

Cc: Rajesh.Kummar@microland.com, Naghma.Naheed@microland.com, Vineet.Gautam@microland.com,

Parthajith.Shenoy@microland.com



Dear Harsh Chaudhary,

Your resignation has been accepted and your last working date is 25-07-2025.

**Below are the few points for you to ensure smooth exit:**

- Continue **marking your attendance** till your last working day.
- In the event of a **recovery** related to a joining or retention bonus, loan, training agreement or salary advance, the amount will be deducted in equal installments from your salary during your notice period.
- **Full & Final Settlement During Notice Period:**
  - For employees whose last working day **falls on or before the 15th of a month**: The salary for both the exit month and the previous month will be withheld.
  - For employees whose last working day is **after the 15th of a month**: The salary for the exit month will be withheld.
- Make sure that **all tagged assets** (Microland/Customer) are **returned at the asset issued location within 5 working days** after the LWD. Failure to comply will lead to the replacement cost of the assets being deducted from your F&F.
- **Employee Checklist** will be triggered 7 days prior to your last working date and will have to be closed at the earliest.
- **Stakeholder No Due Clearance (NDC)** will be initiated 7 days prior to your last working date.
- The issuance of your **relieving letter** is dependent upon the completion of the Stakeholder NDC status.

*Disclaimer: If your last working day falls on a weekend, please ensure all actions or requests are completed by Thursday of the exiting week. This allows stakeholders to finalize NDC by Friday, as they may not be available over the weekend.*

[\*\*Click here\*\*](#) to go through the exit guidelines a comprehensive guide to all your exit formalities. If you have any queries, please raise a ticket through Ask Microland on the **MicrolandOne** App or through the HR Helpdesk on the [web version](#) using the keyword 'Resignation'.

**Kindly note** that copying/uploading/sharing/forwarding data from your Microland System to any unauthorized device/recipient/location or any public domain is strictly prohibited. Deviation to this would be considered a violation and may invite disciplinary actions. In case you wish to copy some personal data, please [\*\*click here\*\*](#) to raise a ticket.

We wish you the very best in all your future endeavors!

Warm regards,

Team HR