



vanika chhatwal <vanuchhatwal123@gmail.com>

Fwd: Resignation from the post of Member- Recruitment

Vanika Chhatwal <Vanika.Chhatwal@grapecity.com>
To: "vanuchhatwal123@gmail.com" <vanuchhatwal123@gmail.com>

Mon, Aug 29, 2022 at 9:33 AM

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From: Nanae Aoki <Nanae.Aoki@grapecity.com>
Sent: Thursday, August 25, 2022 12:10:45 PM
To: Vanika Chhatwal <Vanika.Chhatwal@grapecity.com>
Cc: Preeti Sharma <Preeti.Sharma@grapecity.com>
Subject: RE: Resignation from the post of Member- Recruitment

Hi Vanika,

Just to have clarity and ensure we're on the same page, here are some points we discussed and agreed upon:

- Your last day with GrapeCity will be September 13, 2022 (Tuesday)
- Your August pay will be paid as per the normal process.
- Your September salary will be calculated along with your full and final settlement, and processed with the September payroll cycle.

With the full and final settlement, you will be getting your:

- 1) Incentive (April 1 ~ September 13)
- 2) Unclaimed LTA (April 1 ~ September 13)
- 3) Leave Encashment
- 4) There will be a deduction of training fee of Rs. 5,000 (which is approx. 50% of the training cost) as you did not complete 1 year with GrapeCity after attending the training sponsored by GrapeCity.

(As you would not have access to the Excelity portal after your last day, please download your pay slips, tax statements and whatever you need from the portal prior to the last day.)

Please also check your PF statements and ensure all information is okay, as it is difficult to try to fix things after we have marked you as 'exit' on the PF portal. Your PF exit will be marked on October 20th.

Most probably, at least 2~3 days or so before the last day, you should start discussing with the following people to ensure the final day process goes smoothly. On the last day, they need to send me the no due confirmation so that I can hand you your relieving letter (hard copy).

- 1) Your manager (Preeti) – to confirm the completion of the handover (by email)
- 2) Madhu – for administration and leave management (through BambooHR)
- 3) Avdesh – for systems (through BambooHR)

(The BambooHR forms, I will send to you today, so you can send that on to Madhu and Avdesh a few days before your last day.)

Once we receive your full and final settlement calculation from Excelity/Ceridian, we will share that with you through email, and after getting your confirmation, the payment (whether through NEFT or cheque) will be done, and the following documents (hard copy) will be couriered to you.

- 1) Final settlement sheet
- 2) Annual tax calculation sheet
- 3) Experience certificate

Your Form 16 will be processed at the year-end and sent to you by email.

In case your personal email, which you would want us to use to get in touch with you about the full & final calculation is different from the one registered in BambooHR, please update your BambooHR details.

Any questions, or if you feel I left something out, feel free to ping/write/talk to me.

Thanks,

Nanae

From: Preeti Sharma <Preeti.Sharma@grapecity.com>
Sent: Wednesday, July 20, 2022 10:57 AM
To: Vanika Chhatwal <Vanika.Chhatwal@grapecity.com>
Cc: Nanae Aoki <Nanae.Aoki@grapecity.com>
Subject: Re: Resignation from the post of Member- Recruitment

Hi Vanika,

It is with regret that I acknowledge the receipt of your resignation.

Regarding the last working day and formal procedures, Nanae will get back to you. If not done already, you might want to check out the notice period details in BambooHR -> Employee Handbook.

Thank you for your hard work. It has been a pleasure to work with you, and I would like to wish you the best in your future endeavours.

Thank you!

Regards,

Preeti

From: Vanika Chhatwal <Vanika.Chhatwal@grapecity.com>
Sent: 14 July 2022 10:33
To: Preeti Sharma <Preeti.Sharma@grapecity.com>
Cc: Nanae Aoki <Nanae.Aoki@grapecity.com>
Subject: Resignation from the post of Member- Recruitment

Hi Preeti San,

I am writing to give my formal notice that I will be leaving my role as Member- Recruitment for GrapeCity India Pvt Ltd on 15-Jul-22.

I have recently received an offer to serve in the organization, and after careful consideration I am excited to explore this new path in my career journey. I am incredibly grateful for the opportunities that have been provided to me at GrapeCity for almost past three years. It has been a wonderful to work for such a great organization.

Please let me know if I can be of any assistance during this transition. Thank you for all your guidance. I wish you all the best, and look forward to keeping in touch.



E: vanika.chhatwal@grapecity.com
P: +91-120-247-0123, **M:** 9958144396
W: www.grapecity.in

Vanika Chhatwal

GrapeCity Global Overview

GrapeCity has been in the software business for over 40 years. Our corporate headquarters is in Sendai, Japan, with operations spanning throughout the United States, India, Korea, Vietnam, and China. As a privately held corporation with an annual turnover of over 100 million dollars, we are consistently profitable, employing more than 1200 employees worldwide.

GrapeCity India Business Units

GrapeCity Developers Tools: GrapeCity Developers Tools is an enterprise software product line that delivers .NET & JavaScript controls to be used in software enterprise projects. With intuitive, extensible, and flexible APIs along with hundreds of features, GrapeCity has been producing world-class software products.

GrapeSEED Technology Division: GrapeSEED is a next-generation English oral language acquisition program used by schools, teachers, parents, and children. The "GrapeSEED Technology Division" provides and maintains technical services and applications to support the usage of GrapeSEED.

To know more about us, please visit: www.grapecity.in

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