



shreya singh <singhshree41@gmail.com>

Employment Update

2 messages

Aditi A <aditi.a@pridetechnology.com>

Tue, Mar 17, 2026 at 10:26 PM

To: Shreya Singh <shreya.singh@prideglobal.com>, "singhshree41@gmail.com" <singhshree41@gmail.com>

Cc: Pride India HR Operations <PrideIndiaHROps@pridetechnology.com>, Madhulika M <madhulika.m@prideglobal.com>

Dear Shreya,

Further to your resignation, we have received a confirmation from your manager that your resignation from employment with **Pride Technologies Consulting India Private Limited** has been accepted with a last working date of **31-Mar-2026**.

Exit Formalities & Final Settlement:

We will share your exit formalities with you about a week prior to your last working day. Please note that as per company policy, your final salary will be payable as a separate final settlement which will take place by the **20th of the following month** instead of the last working day of the month, subject to completion of all exit formalities. Further, if you have negotiated an early release from your employment and have obtained business approval for your notice period obligation to be waived, then the available Privilege leave balance will be used towards the unserved notice period per company policy, and leave encashment if any, will be payable only for the remaining days exceeding the unserved notice period.

KINDLY PLAN YOUR FINANCES ACCORDINGLY

Other Important Information:

- ? If you are subject to income tax deduction, please ensure that the IT declaration proof documents for the declarations made at the start of your employment or current financial year, whichever is later, are submitted to the finance department on or before your last working date for appropriate incorporation into the final settlement.
- ? Please download all your pay slips from HRWorks for your future reference as your access will be active till your last working day only. Your final settlement pay slip will be emailed to your email address on file.
- ? To ensure you receive important communications from us post your exit (Eg. Form 16, F&F Pay slip, relieving letter, etc.) please review and update your current contact information – Mobile Number, Address, Personal email id in HRworks using the self-service feature.

We wish you all the best for your future endeavors.

In case of any queries, please reach out to Corporate HR Operations at PrideIndiaHROps@pridetechnology.com

Success is a great deodorant - Elizabeth Taylor

Regards,

Aditi (She/Her)

HR Specialist

Contact No. 9354724351

📍 Smartworks Building, 10th Floor, Logix Cyber Park Tower D, C Block,

Sector 62, Noida, 201301



Shreya Singh <shreya.singh@prideglobal.com>

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Thanks and Regards,

Shreya Singh

Senior Talent Acquisition Specialist

[Connect +](#)

O: 9871946119

📍 **Smartworks Building, 10th Floor**, Logix Cyber Park Tower D, C Block, Sector 62, Noida, 201301



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