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FW: Formal Resignation – Aditya Manjrekar (Employee Code: Z0167) ^



 Respo Exit Policy.pdf

 Exit Checklist- Employee.d...

 HR Business Partner

 ...

To:  Aditya Manjrekar

Cc:  Chanchal Sharma;  Srirang Ranjalkar;  Harshal Dalvi

Wed 8/13/2025 11:16 AM

 Respo Exit Policy.pdf

254 KB ▾

 Exit Checklist- Employee.doc

38 KB ▾

2 attachments (292 KB)  Save all to OneDrive - Respo  Download all

Hi Aditya,

This email acknowledges the receipt and acceptance of your resignation.

Your last working day will be tomorrow i.e, 14<sup>th</sup> August 2025.

To ensure a smooth exit, please complete all handovers as mentioned in the attached checklist to complete the exit process by tomorrow.

Feel free to reach out in case of any queries.

Regards,  
HR Team

...

 Reply

 Reply all

 Forward

22<sup>nd</sup> August 2025

**Relieving Letter**

**TO WHOMSOEVER IT MAY CONCERN**

Dear Aditya Manjrekar,

You have been relieved from the services of the Company with effect from the closing hours of 14<sup>th</sup> August 2025.

Pending salary of this month till the last working day will be paid as per the company's payroll policy. No other due is pending on the company's behalf.

With best Wishes!

Respo Financial Capital Pvt. Ltd.



Chanchal Sharma

HR - Manager

RESPO FINANCIAL CAPITAL PRIVATE LIMITED

Payslip for the month of July 2025

Employee Code	Z0167	Bank Name	AXIS BANK
Employee name	Aditya Manjrekar	Bank Account Number	923010058370844
Department	Technology	IFSC Code	UTIB0004917
Designation	Software Development Engineer-II	Location	Mumbai
PF Account Number	PFZ0167	Date of Joining	14 Jul 2025
Permanent Account Number	DFBPM5345P	Days Worked	18
UAN Number	101895052379	Arrears Days	0
Tax Regime	New Tax Regime		
<b>Earnings</b>			
Particulars	Rates/Month	Amount	Cumulative
Basic Salary	62,500.00	36,290.00	36,290.00
Leave Travel Allowance	5,206.00	3,023.00	3,023.00
House Rent Allowance	31,250.00	18,145.00	18,145.00
Other Allowance	21,238.00	12,332.00	12,332.00
Total Earnings	120,194.00	69,790.00	69,790.00
<b>Deductions</b>			
Particulars		Amount	Cumulative
Profession Tax		200.00	200.00
Provident Fund		4,355.00	4,355.00
Total Deductions		4,555.00	4,555.00
In words ( ₹ ) : Sixty Five Thousand Two Hundred Thirty Five Only		Net Salary : 65,235.00	