
Your resignation has been accepted by admin

From GoldenSource LLC <MyHR@thegoldensource.com>

Date Mon 1/19/2026 11:12 AM

To Kalbhor, Sanil <SKalbhor@thegoldensource.com>

Cc Ganjeli, Arshiya <AGanjeli@thegoldensource.com>; Popat, Dipali <DPopat@thegoldensource.com>



Hi **Sanil (IN1812)**,

Your resignation has been confirmed. Your Last working day is **13-Feb-2026**

Go to the 'Employee Life Cycle' tab to view the final recovery days and separation13-Feb-2026 date.

Note :

1. Update your current details in MyHR (Addresss/Email-ID/Mobile No.). All future communicaiton will be done on the MyHR details only.
2. **NO** Leave will be allowed duiring notice period. In case of any leave taken, separation date may be extended accordingly.
3. You and all stake holders will be assigned separation task one day before the exit date. You are required to complete the tasks before 3:00pm on the separation day.
4. Submit all Company asset (eg. Laptop/ headphone/ ID card etc.) to respective department in Office for separation clearance.
5. Undertaking to be signed by you on the separation date.
6. Leave and Attendance should be uptodate till separation date.
7. Timesheet should be completed and approved till separation date.
8. Download all your Payslip/Form16 from Payroll site before separation date. Post separation your access will be revoked. Once deactivated, GoldenSource will not entertained any request as payroll services are outsourced to third party vendor.
9. Salary for last month will be paid as per payroll cycle (exception recovery). Full and Final will be completed within 60 days of separation date.
10. Relieving letter will be issued only after all stakeholders separation clearance.
11. Experience letter will be issued post F&F settlement.

Regards,
HR Team, GoldenSource

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