
Notice of Resignation

2 messages

G Kiran Raj <gkra@redefine.co>

26 February 2026 at 15:50

To: Varala Mahesh <vmahe@redefine.co>, Kalyan Chakravarthy <tkch@redefine.co>

Cc: Asif Abid Sayed <aabs@redefine.co>, HR-HYD <hr-hyd@redefine.co>

Dear Mahesh and Kalyan,

It is with mixed emotions that I submit my resignation from Redefine Originals effective today. I wish to serve the notice period as per the company policy.

I have received an opportunity that I believe will help me expand my skills and explore new dimensions within the industry. Making this decision was not easy, as my time here has been incredibly valuable and rewarding.

I am truly thankful for your guidance, trust, and constant encouragement. The learning and experiences I gained here will always remain an important part of my professional journey.

I will ensure a smooth transition and complete handovers before my departure.

Thank you once again for everything.

Thanks!

KIRAN RAJ

SHOW PRODUCTION COORDINATOR

ReDefine No 17/1 HUDA Techno Enclave, Sector One, Madhapur, HITEC City, Hyderabad, 500081

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ReDefine HR Shared Services India <hrss-ind@redefine.co>

2 March 2026 at 15:59

To: G Kiran Raj <gkra@redefine.co>

Cc: "Siva. V" <sprv@redefine.co>, "HR Hyderabad (Redefine)" <hr-hyd@redefine.co>

Hi Kiran Raj,

As discussed, we confirm your last working day a **24th April, 2026**.

Below is the information that would help you to understand the exit process:

Notice period:

- If there are any shortfall days towards your Notice Period, you are liable to pay the amount on **Monthly Fixed Gross Salary** or payment would be adjusted from your salary or full & final settlement. (However, the Company may at its discretion not accept payment of **salary** in lieu of notice period and insist on your serving the notice period).
- Your salary from the last payroll cycle will be paid via full and final settlement.

Attendance and Leaves:

- Your earned leave will be prorated till your **last working day**. Any **excess leaves** availed against your leave entitlement till last working date will be adjusted from your full & final settlement.
- You cannot avail any annual leaves during your notice period.

Exit & Clearance:

- You are requested to close your clearance formalities on your last working day. Payment disbursement towards your full & final settlement is subject to **No Dues Approval** from all the respective departments. Please coordinate with your HR SPOC to get a confirmation on no dues approval and for any further assistance.
- **Keep your bank account number (In which you received your last salary) active for two months post your last working day.**
- Submit your income tax proof documents against your declared investment on beehive portal.
- Payroll portal (Beehive) will be active only till your last day. Kindly download the required documents/ payslips.

Full and final payment/Settlement:

- You will receive your full and final settlement pay after 45 working days from the date of the data being processed by the payroll team (20th of the month).
- Your Full & Final Settlement breakup will be sent to your personal e-mail ID for review.

Assets:

- Any asset found to be damaged/Lost/Stolen or not returned during the handover, the equivalent cost of the assets will be deducted from Full & Final settlement.
- In the event of any data breach from yourself which is intentional or unintentional or you are found not to be following the Company Security Compliance Policies, your Full & Final Settlement may be withheld; and necessary legal action may be initiated.
- Please courier your ID access card / locker key / Dongle, etc company assigned assets within 5 days of your last working day at the below-mentioned address **basis your work location (For Mumbai, Hyderabad and Thiruvananthapuram Locations only) OR as confirmed by your department**. Failure to do so will result in the cost being deducted from your full & final Settlement.

Asset return address:	
Mumbai	Hyderabad
To, Pinnacle Admin Team, ReDefine Creative Services Pvt Ltd Pinnacle Business Park, Mahakali Caves Road, Andheri East, Mumbai-400093, Maharashtra	To, Admin Department ReDefine Creative Services Pvt Ltd No 17/1, HUDA Techno Enclave, Sector One, Madhapur, Hitec City, Hyderabad-500081
Contact: 022 6147 2600	Contact: 9100091061

Feel free to get in touch with your respective HR SPOCs for any queries or concerns at hr-mum@redefine.co OR hr-hyd@redefine.co.

Regards,

Sahil Sawant

Global Shared Services HR

www.dneg.com | hrss-ind@redefine.co

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