

Dear Veenadevi Dasarraju (65203)

Your Separation process has been initiated and No Dues has been triggered. Please ensure that all the clearances from respective stakeholders has been obtained on or before your Last Working Day Monday, 17 July 2023 to get your Service Letter on time.
Please ensure the below points are taken care of:

1. Updating your personal e-mail ID in Workday to ensure that all communication (eg. Service letter) after your exit is made to this e-mail ID.
2. Please get your timesheet approved on your last working day in E3.
3. Take a print of all required documents like Appraisal letters, Pay slips, Tax slip, Form 16(For your tenure), Form 12 B etc. & Submit Tax investment proofs in ADP.
4. Download and print your Resignation Acceptance Letter (RAL) from your workday profile (Personal - Documents section) on your LWD.
5. Make sure you get clearances before your last working day, which helps to process F&F quickly.
6. Follow-up with the respective Reporting Manager, Location Asset SPOC & BU HR to clear the Workday No dues clearance on priority, after your submission of ID card, IT Assets & other applicable info.
7. Post all clearances the settlement process takes 10-15 Business days from the date of all clearances received.
8. HR Operations No Dues shall be cleared after preparation of Full and Final calculations i.e., post settlement confirmation.
9. F&F payment and Service letters shall be Released accordingly.
10. For further queries you may reach Separations@cyient.com

Please be informed that you shall be bound by Cyient's policies during and after your employment in terms of the employment contract signed by you with Cyient. Therefore, any attempts at copying, sending Cyient's or its client's business/confidential information outside the Cyient/Client's network during the notice period shall be treated as a violation of Cyient's policies including User Acceptable Policy, and you may be liable to a disciplinary/legal action as applicable.

Thank you!

Team HR

Details Terminate: Veenadevi Dasarraju (65203)