
FW: Employee Resignation Acceptance and Exit Formalities Initiation - Dasarraju Veena Devi(500126)

Veena Devi Dasarraju <Veenadevi.Dasarraju@northerntool.com>
To: veenadeva325@gmail.com <veenadeva325@gmail.com>

Fri, 28 Mar at 8:28 AM

From: ZingHR Alerts <mailalerts@zinghr.com>

Sent: 13 March 2025 14:54

To: Veena Devi Dasarraju <Veenadevi.Dasarraju@northerntool.com>

Cc: Bryson Sharp <Bryson.Sharp@northerntool.com>; Sriprada Copparapu <Sriprada.Copparapu@northerntool.com>; Richa Jain <Richa.Jain@northerntool.com>; shipra.rani@ansr.com

Subject: Employee Resignation Acceptance and Exit Formalities Initiation - Dasarraju Veena Devi(500126)

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Dear Dasarraju Veena Devi,

Please note that your resignation has been accepted and the exit formalities have been initiated.
Your last working day is 2025-03-28.

Please note the following points to be kept in mind during your notice period.

1. Ensure that Knowledge transfer is complete well ahead of your last day and all the required documents w.r.t. your work are shared with your manager.
2. Exit interview – is enabled in the Portal . Request you to fill the same on or before the LWD.
3. Exit checklist – The exit checklist is available on Portal. Please take the clearance from respective stakeholders (Reporting Manager, Facility & Administration, IT, Finance & HR Operations) on or before your last working and share the completed checklist with the HR Team.
4. Payslips & Form 16 – Take printouts of your pay slips for the last 3 months, Year-to-date statement, PF statement and Form 16 as applicable.
5. Leaves – Applying for leaves during notice period is generally not encouraged. If you must, please ensure that the same is applied and approved in advance by your manager. All prior availed and planned leave must be applied and approved by the reporting manager in the portal. Leave availed in excess will be adjusted against the full & final settlement.
6. Expense claims – All expense reimbursement claims must be filed and submitted with the Finance team with all the supporting documents to process your claims.
7. Returning of Assets – All the assets provided by company to its employees are to be returned to the respective stakeholders on or before LWD. If you are a fully remote employee, please ensure the assets reach us on the last working day. In case of any further queries do reach out to your HRBP.
 - Laptop, Laptop Bag & Headset – IT Department will provide the details of retrieval of assets. You may connect for the further process update.
 - ID & Food Card (if Received) – Admin Department
 - Medical Insurance Card (if Received) – HR Operations Team
 - Claims & Reimbursement - Finance
8. Investment Proofs – Employees are expected to submit all investment proofs which were declared at the beginning of the financial year, before the last working day to the HR Team. The submitted proof will be used towards tax calculations in your full and final settlement.
9. Your Full & final Settlement will be done within 45 days from your Last working day and the Relieving Letter/Experience certificate will be issued after the Full & final settlement.
10. Soft copy of Form-16 for this financial year will be sent through email in the following month of June for respective financial year.

11. Resignation Acceptance Mail – Please treat this e-mail as your resignation acceptance.
Request you to take a copy of the same for your reference until you receive the relieving letter.

If you need any further assistance please get in touch with your Hr Ops Partner.

Regards,
NTE India HR Team