



Bhargav Sarma &lt;bhargav.yellayi@gmail.com&gt;

**HRC4156145 - IN2 - Resignation Acceptance - Bhargav Yellayi (478627)**

2 messages

Ask HR <AskHR@medtronic.com>  
Reply-To: Ask HR <AskHR@medtronic.com>  
To: bhargav.yellayi@gmail.com

Wed, Feb 15, 2023 at 2:31 PM

Hi **Bhargav**,

This is to confirm that we have received your resignation.

Your last day of employment will be on **13 Feb 2023**, and your last physical day in the office will be on **13 Feb 2023**. As a reminder, your Employment Agreement with the Company is still in effect including those that continue beyond your official last day.

Please make note of the following important details to ensure a smooth last day with Medtronic, processing of your final pay, and timely issuance of your Experience Letter:

**1. Exit Clearance** – With your manager, please **complete** the attached Exit Clearance Checklist. It's imperative that you receive a sign-off from all noted stakeholders/departments on the list prior to your last day worked. Once complete, return the soft copy of the form to AskHR ([AskHR@medtronic.com](mailto:AskHR@medtronic.com)). **Note: Experience Letter will only be provided upon successful completion of the exit clearance.**

**2. F&F Settlement** – Please take note of the following items which may have an impact on your final pay before salary is released following the Salary Payment Timeline:

- Investment proofs (if any) to be included in your F&F should be submitted via [HR Catalogue Service](#) before your last working day. Information received after your termination date will not be processed.
- Leave Balance – Please follow up with your manager should you have any outstanding leave not approved in Workday. Do note that all pending leave by your last working day will be deemed as approved.
- Provident Fund (PF) – If you have any transfer or withdrawal related queries, please reach out to [Medtronicpf@DKMonline.com](mailto:Medtronicpf@DKMonline.com) with your Workday ID. Do note withdrawal can only be done 60 days after your termination date through [EPFO Portal](#)
- Voluntary NPS – If you have contributed NPS through Medtronic, for any related queries, please reach out to [nps@dkmonline.com](mailto:nps@dkmonline.com) with Your Workday ID

**Salary Payment Timeline**  
(F&F settlement will be available for viewing in [DKM](#) portal by the Salary payment date)

Termination date



Date of Payment

1st to 10th of the month	26 of the termination month
11th to 31st of the month	10 of the following month

**3. Contact Information Update** – Do ensure your personal information [Workday](#) is up to date and edit it accordingly for us to be able to contact you for final pay computation, and any year end reporting if necessary.

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Follow the steps below to review and update your contact information:

1. From the [Workday](#) homepage, click **Personal Information** > click **Contact Information** > click **Edit**.
2. Click **Edit**  next to each section you need to update > click **Save**  after you make changes.
3. **REMINDER** – you must enter your Country Phone Code for each phone device

Resources, including a step-by-step guide for updating personal information, can also be found at: [https://medtronicprod.service-now.com/hr/?id=hr\\_kb\\_article\\_view&sys\\_kb\\_id=afcf13bdbd2d7c8ddd4f7d41d961981](https://medtronicprod.service-now.com/hr/?id=hr_kb_article_view&sys_kb_id=afcf13bdbd2d7c8ddd4f7d41d961981)

As mentioned above, please review the attached exit clearance checklist with your manager.

For your reference, if you have equity (LTI), we included a helpful event guide, including important action items. The information can be found at: [https://medtronicprod.service-now.com/hr/?id=hr\\_kb\\_article\\_view&sys\\_kb\\_id=ee1c6f4bdb92e380975258a2ca96190f](https://medtronicprod.service-now.com/hr/?id=hr_kb_article_view&sys_kb_id=ee1c6f4bdb92e380975258a2ca96190f)

We encourage you to please take time and participate in our global exit interview process. Your feedback is valuable as we take proactive steps to address concerns and make improvements, where needed, for our current and future employees. Thank you for all the contributions during your tenure with the company. We wish you all the best in your future endeavors!

Please do not hesitate to contact AskHR if you need further clarification.

Thank you and have a nice day.

Thank you,

AskHR - Darren

Click [here](#) to view this case on the HR portal if you have access.

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Ref:MSG145377864

**Bhargav Sarma** <bhargav.yellayi@gmail.com>  
To: Rohan Rajendra Lapsiwala <rohan.lapsiwala@merillife.com>

Wed, Feb 15, 2023 at 3:03 PM

Hi Rohan,

Below is my resignation acceptance email from Medtronic HR. I got a separate email reply from them stating that Medtronic doesn't provide any Relieving Letter to any employee and the below resignation acceptance email is to be considered in lieu.

Regards,  
Bhargav  
[Quoted text hidden]

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**6 attachments**