



Outlook

LWD mail - 26-Aug-25

From Kirti Pravin Mali <kirti.m@tataelxsi.co.in>

Date Mon 2025-08-11 2:46 PM

To Akhilesh Kumar Sharma <akhilesh.s@tataelxsi.co.in>

Cc Pranav Pradip Sohoni <pranav.s@tataelxsi.co.in>

1 attachment (2 MB)

Exit Handbook_India (Offshore).pdf;

Dear Employee,

Your LWD with TEL is on **26-Aug-25**.

1. Kindly take a print of this mail for your future reference.
2. **Please report to the office to complete your exit formalities on your LWD. It is mandatory to submit all the assets physically in the office.**

Please find the below details:

- Apply all pending Leaves/WFH/On duty in OneElxsi before your LWD & ask your manager to approve the same.
- You will get an email from HRops HRops@tataelxsi.co.in and Sharath T M sharath.t@tataelxsi.co.in for clearance and other formalities. All those exit documents can be shared via mail to the HRops keeping HRECs and your manager in cc.
- For Full & Final settlement Statement, Payslips / Form 16–You can contact (payroll@tataelxsi.co.in) (Contact No.: 080 – 2297 9182)
- Kindly download your salary slips from One Elxsi and PF statement from HRIS. Please take a printouts.
- Gratuity will be initiated by the payroll team from backend. (Only applicable if completed 5 years in TEL)
- Kindly check your attendance/leaves/OD, if any pending please make sure that is closed in One Elxsi. (with Manager approval)
- Kindly do not close your salary account with TEL till you receive your Full & Final Settlement.

“Both relieving letter and FnF are subject to the department clearances. So, make sure you submit your company assets (Laptop & ID Card), accessories (Bag, Headsets, Mouse, etc) on time. Clearances will be given once we receive everything.”

Please submit your Assets in Godavari Meeting Room – 4th floor tower 7 .

You are requested to share all the docs before 4pm on the last working day as your IDs will be disabled between 4.30-5 pm IST. Failing to which the experience letter and FnF will be delayed.

Please use this link to access Alumni News & other updates from the company- The Official Alumni Network of Tata Elxsi Alumni Network

For company asset submission kindly contact respective spocs as per your work location in the system.

Pune location SPOC:

Subject	Spoc Name	Email ID
Laptop submission /ID card	Dnyaneshwar Kamble/Kiran Kambale	kamblednyaneshwar.r@tataelxsi.co.in / kiran.m4@tataelxsi.co.in
SBH Admin Spoc	LAXMAN JADHAV	laxman@tataelxsi.co.in
Viman Nagar & SEZ Admin Spoc	Bhagwan Jagannath Akolkar	bhagwan.a@tataelxsi.co.in
Relieving letter	Hrops	HRQps@tataelxsi.co.in/
Full and Final settlement	Payroll	payroll@tataelxsi.co.in

Reliving letter and FnF:

- Reliving letter will be sent within 2 weeks. Please co-ordinate with HROps HRQps@tataelxsi.co.in team.
- Employee will receive Full and Final settlement within 45 working days. Please co ordinate with payroll team

Both relieving letter and FnF are subject to the department clearances. So make sure you submit your company laptop and ID card (if any) on time. Clearances will be given once we receive both ID card and laptop.

Please take a printout of this mail for your reference.

Best Regards,

Kirti Mali
Senior Executive - Employee Connect HR
Magarpatta Tower 7
Pune - 411028
TATA ELXSI
Mob +91 7498441336

"We don't grow when things are easy, we grow when we face challenges"

TATA ELXSI

Home to
a Billion
Possibilities



Disclaimer: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient of this message, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.
