



Shivraj Arte <shivrajarte@gmail.com>

FW: Resignation Accepted by HR

Shivraj Arte <shivraj.arte@solitaire.in>
To: "SHIVRAJARTE@GMAIL.COM" <SHIVRAJARTE@gmail.com>

Fri, Jun 13, 2025 at 12:24 PM

From: Classic Promoters & Builders Pvt Ltd <request@solitaire.in>
Sent: 13 June 2025 11:50
To: Shivraj Arte <shivraj.arte@solitaire.in>
Subject: Resignation Accepted by HR



Hi **Shivraj (2065)**,

Your resignation has been confirmed.

Please go to the 'Employee Life Cycle' tab to view the last working day and Notice Period recovery (if any).

Do note, the separation process will be deemed completed only upon clearance from respective departments and exit discussion conducted by the HR team.

In the interim, request you to follow/note the below points:

1. The last salary payroll preceding the last working day, which includes remaining salary, leave encashments, incentives, referral, travel claim or re-imbursements, deductions like asset damages or any other type of costs which have raised due to negligence, will be settled in your Full & Final and will be processed within 60 days after your last working day.
2. Please note, during your notice period you are not entitled to take any leaves. However, if due to unavoidable circumstances (medical emergency, demise in the family, etc.), then you need to take the approval from their respective Reporting Manager and/or Department Head. However, Company holds the right to deduct the salary for the leave taken, extend the notice period or waive off the notice period for the number of days leave has been availed.
3. Resignation once submitted, can be revoked by employee only if the HOD and HR approves since replacement activities would have already begun.

4. Post acceptance of the resignation, HRMS will auto trigger clearance process. The concerned departments must clear the same before your last day. In case the handover is not completed within the notice period, company can withhold the relieving letter or even extend the notice period till the employee finishes the complete handover and manager gives a complete clearance on the same.

5. On your last working complete your asset (Laptop, Laptop bag and charger, mouse, ID Card, Lanyard, SIM card) etc handover to IT/Admin present at your respective location. In case you fail to return the said information, Company shall have the right to withhold the relieving letter and also have the right to adjust the asset amount or also withhold the Full & Final Settlements.

6. Download all your documents (Payslip, Offer letter) before your last working day from HRMS. Please note, these requests post your last working day will not be entertained.

7. Your experience letter and Full & Final slip will be emailed on your personal ID, that is reflecting on Darwin.

8. Please ensure your personal email ID is updated on HRMS

Please make sure all your clearances and the exit interview are completed on or before your last working day.

In clearance: Path: Profile -->Employee Life cycle --> Separation --> Workflow

1. Admin – Bhushan Kadam
2. Accounts – Bhargavi Kelkar
3. Reporting Head – Your current reporting manager
4. IT – Shailesh Yemle
5. HR Dept – Shweta Kenge
6. SFDC - Lijo George (if applicable)
7. Sales Incentives - Imran Sayyed (if applicable)
8. Legal Clearance - Legal SPOC
9. Company Secretary- Sanjana K (If applicable)

Assets need to handed over by the last day, if not submitted on time below penalty will be applicable per day of delay.

Category	Amount per day
ID cards, Access card, Lanyard	Rs. 50
Hot Spot Dongle	Rs. 100
Mobile phone (device)	Rs. 1000
IT Asset (Laptop/ Desktop/ tablet and other accessories)	Rs. 3000

Regards,
HR Team,
Classic Promoters & Builders Pvt Ltd

