

Dear **Deepika M.**,  
Employee Code : **FH1739**,

- Your separation request has been approved by the HR. As per record, your Last Working Day (LWD) has been accepted as **21-Mar-2025**. Please refer to the appointment letter and the compensation letter(s) to understand the terms and conditions of your employment.

**For your convenience, we would like to highlight the necessary action items you need to complete:**

1. In case you have submitted the Provisional Declaration towards claiming the rebate from Income Tax, please submit the actual proof against the same. This will ensure that your final income tax calculations are made accordingly and you are provided with the maximum possible benefit under the Income Tax Act.
2. Please update your Attendance entries till your LWD so that you are not marked as Leave Without Pay (LWP) for non-compliant days. It would not be possible for us to reverse such Loss of Pay days after your separation.
3. Your separation process does not complete until you obtain clearances from the concerned stakeholders i.e. Reporting Manager, HR, IT , Admin, and Finance
4. You are required to obtain Exit clearances from all stakeholders before the end of business hours.
5. clarification regarding PF/Pension and relieving letter will be addressed by HR representative. Kindly get clarified on the same  
Relieving letter will be issued only on getting clearance from all stakeholders and also on completion of working hours.
6. The relieving letter will be issued once the F&F is done and confirmation from finance is received that there is recovery from you (if any). The relieving letter will be sent to you via email to your persona email id before 30 days from your date of exit..
7. Recovery on account of the following is likely to take place from your Full and Final (F&F) settlement:
  - a) Where the notice period served is less than the required notice period as mentioned in your appointment/ compensation letter.
  - b) Where you have availed an asset and not returned in good condition or with any damages
8. It is advised that you take a copy of the following documents with you on the Last Working Day
  - a. Compensation Letter
  - b. PF Statement
  - c. 6 months Salary Slips

d. Previous Year Form 16

**9. No change is allowed in your salary bank account number during notice period.**

**10. Please don't close your existing salary bank account number.**

**11. Please continue maintain your salary bank account until your F&F gets settled and transferred into your account.**

We wish you success in your future endeavors and hope that you would consider opportunities with Foodhub in the near future.

Please contact your HR for further clarifications.

Regards

HR Team.