



Murtaza Madras <murtazasmart75@gmail.com>

Resignation submission - 40085843

1 message

Wipro Notifications <notifications2@broadcast.wipro.com>

Thu, Dec 25, 2025 at 8:36 PM

To: murtazasmart75@gmail.com, murtaza.madraswala1@wipro.com

Cc: maheshwari.m37@wipro.com, jaya.jeevan@wipro.com, garima.dalmia@wipro.com

Dear Murtaza Juzer Madraswala,

Your resignation has been submitted successfully on December 25, 2025.

Your requested release date has been noted. However, your actual release date will be updated by your HR partner.

You will find attached a set of clearance guidelines and documents needed to complete the exit formalities. Given below are some quick tips for your notice period:

- **Time management tasks:** Check and update your leave/attendance/efforts as soon as possible. You will not be able to update/cancel/modify timesheets or leave on the system from 3 calendar days before your relieving date. Tickets or email requests regarding such modifications will not be accepted. If you foresee any overtime during the last seven calendar days, request your manager to share the details with the time and attendance team.
- **Data security and transfer:** Official data/information/files that you have access to will continue to be governed by the same data security policy requirements during your notice period. **Please ensure that your personal information is transferred to yourself 15 days prior to your last working day.** For more details, refer to the Data Sharing Guidelines included in the "No Dues" document.
- **Confidentiality:** We also want to remind you of your continuing confidentiality obligations as an employee with respect to all Wipro policies including the Code of Business Conduct and Information Security.

If you need clarification or face technical difficulties, reach out to your HR partner Garima Dalmia, garima.dalmia@wipro.com or raise a ticket at [WiServe](#) > Report an Issue > GPO (Global People Operations > Select Classification as "Separation/Exit related queries".

We are sorry to see you go, but we wish you well in the next part of your career journey!

Dear Garima Dalmia,

This is to inform you that Murtaza Juzer Madraswala (Employee Number: 40085843) has submitted their resignation. We request you to reach out to Murtaza Juzer Madraswala and assist them through the separation process.

Details of Resignation

Employee ID	Employee Name	Career Group	Nature of Assignment	Date of Resignation	Requested Relieving Date	Date of Joining	Designation	Group (Permanent/Probationer/Expat)
40085843	Murtaza Juzer Madraswala	GROUP B2	Home	December 25, 2025	March 24, 2026	December 1, 2025	Sr.Project Engineer	Permanent

[Click here](#) to update the exit or go to **The Dot > Apps > SuccessFactors > MyData** > Search employee's profile > Offboarding Initiation.

*** This is system-generated mail. Please do not reply. ***

5 attachments

 **No Dues Clearance Guidelines - India.pdf**
220K

 **PF settlement process.pdf**
170K

 **Prospectus of policy portability.pdf**
156K

 **RPFC Form 13_ Filled PF Transfer Out (From Wipro).pdf**
626K

 **RPFC Form 13_Blank PF Transfer Out (From Wipro).pdf**
99K