



Resignation acceptance - 20567743 - IND

1 message

Wipro Notifications <notifications2@broadcast.wipro.com>
To: avnee.94@wipro.com, avniamoli123@gmail.com
Cc: hazly.thambiraj@wipro.com, nandini.mahajan@wipro.com

Fri, 20 Mar, 2026 at 14:36

Dear Avnee .,

Your last working date is confirmed as March 23, 2026 by your HR, with reference to your resignation dated March 18, 2026.

Do make sure that you complete the separation formalities before this date. You will find attached a set of clearance guidelines and documents needed.

Some important reminders:


- **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 5 working 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. **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.

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

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

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

5 attachments

 **No Dues Clearance Guidelines - India.pdf**
225 KB

 **PF settlement process.pdf**
173 KB

 **Prospectus of policy portability.pdf**

159 KB

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

640 KB

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

100 KB

relevant options.
For details on insurance premium recovery,
visit [The Dot > Apps > Total Rewards > MyBenefits > Medical Insurance \(under Healthcare\)](#)).