

## Manish Prasad

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**From:** Kamal Preet Kaur  
**Sent:** Monday, December 22, 2025 4:20 PM  
**To:** Manish Prasad  
**Cc:** Akshat Jain; Shilpy Gupta; Vishaall Srivastava; shilpy.gupta01@telusinternational.com; akshat.jain01@telusinternational.com  
**Subject:** RE: Formal Notice of Resignation - Manish Prasad

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello Manish,

Kindly note that your last working day will be **February 18<sup>th</sup>, 2026**.

**To ensure a smooth exit, please ensure completion of the following formalities-**

**1. Leave Encashment and Gratuity Declaration for Non-Taxable eligibility.**

Submit your declaration for [Leave Encashment and Gratuity form](#) to qualify for non-taxable status. Failure to submit the declaration will result in tax deductions from Leave Encashment and Gratuity (if eligible). For queries, raise a Workday Case.

**2. Investment Proofs**

Upload your investment proofs (if applicable) on [ADP - Vista ESS](#) before your last working date, for an accurate Tax calculations in your Full & Final. For queries, please raise ADP support ticket.

**3. Resignation Acceptance Letter**

If you require a resignation acceptance letter, please raise a workday case or write to Kiran at [kiran.s@telusdigital.com](mailto:kiran.s@telusdigital.com)

**4. Payslips, Tax Slips & Form 16**

You can access [ADP - Vista ESS](#) portal from any device post your last working date also to download your payslips, tax slips and form 16 when available. If you forget your password, you can reset the same using your personal email id. Please note the ADP portal will be available until 31<sup>st</sup> July of next financial year.

**5. PF Transfers/Withdrawal**

All requests for PF transfers / Withdrawal must be raised on the EPFO portal. For PF transfers, please contact the HR of your new employer.

**6. Return of Company Assets**

Please return all company owner property, including but not limited to- Laptop, desktop, mobile devices or any other electronic equipment issued to you including access cards, ID, or any other security related items **by February 18<sup>th</sup>, 2026**.

We can also arrange asset pickup through a courier partner, cost of which will be deducted in F&F. Kindly share below details at the earliest –

**Pickup Address –**

**Phone No. –**

Your salary for the period of **1<sup>st</sup> Feb to 18<sup>th</sup> Feb** will be on hold and will be processed as part of your Full and Final (F&F) settlement. This will be completed within 45 days, in accordance with your employment agreement. Additionally, the annexure or breakdown of the amounts will be shared at the time of F&F settlement only.

The HR team will initiate the final settlement process, including calculation of your pending dues, unused leave balance etc. once they receive all necessary clearances (Manager, IT & Admin). The service certificate will be provided after settlement of all dues (including F&F and the completion of all formalities will typically take 45 working days from the exit date.

In case you have any questions now or post your exit, you can reach out to [kiran.s@telusdigital.com](mailto:kiran.s@telusdigital.com) and me.

Thank you for your contribution during your tenure with Telus Digital. We wish you all the success in your future endeavors.



**Kamal Preet Kaur**

People & Culture Sr. Team Leader

TELUS Digital | India (Gurgaon & Noida)

[Kamal.kaur@telusdigital.com](mailto:Kamal.kaur@telusdigital.com) | [Kamalpreet.kaur@telushealth.com](mailto:Kamalpreet.kaur@telushealth.com)

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**From:** Shilpy Gupta <[shilpy.gupta@telushealth.com](mailto:shilpy.gupta@telushealth.com)>

**Sent:** Monday, 22 December, 2025 4:13 PM

**To:** Manish Prasad <[manish.prasad@telushealth.com](mailto:manish.prasad@telushealth.com)>

**Cc:** Akshat Jain <[akshat.jain@telushealth.com](mailto:akshat.jain@telushealth.com)>; Vishaall Srivastava <[vishaall.srivastava@telushealth.com](mailto:vishaall.srivastava@telushealth.com)>; shilpy.gupta01@telusinternational.com; Kamal Preet Kaur <[kamalpreet.kaur@telushealth.com](mailto:kamalpreet.kaur@telushealth.com)>; Akshat Jain <[akshat.jain@telushealth.com](mailto:akshat.jain@telushealth.com)>; [akshat.jain01@telusinternational.com](mailto:akshat.jain01@telusinternational.com)

**Subject:** RE: Formal Notice of Resignation - Manish Prasad

Hi Manish,

I acknowledge your resignation and appreciate the contributions you've made during your time with us.

As per company policy, your last working day will be **February 18<sup>th</sup>, 2026**.

Over the coming days, we will discuss a plan to ensure smooth transition of your responsibilities.

Please let me or HR know if there's anything specific you need support on, during this time.

Wishing you all the best in your next chapter!

Thanks and regards,

**Shilpy Gupta**

Business Finance

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**From:** Manish Prasad <[manish.prasad@telushealth.com](mailto:manish.prasad@telushealth.com)>

**Sent:** Thursday, December 18, 2025 9:28 AM

**To:** Shilpy Gupta <[shilpy.gupta@telushealth.com](mailto:shilpy.gupta@telushealth.com)>

**Subject:** Formal Notice of Resignation - Manish Prasad

Dear Shilpy,

Please accept this letter as formal notification of my resignation from the position of General Finance Analyst III.

I would like to express my sincere gratitude for the professional and personal development opportunities you have provided me during my 4 years with the company. I have truly valued my time here. I am especially grateful for the mentorship and the guidance you have provided, which have been invaluable in my career growth. The knowledge and experience I have gained here have been invaluable.

During my notice period, I am fully committed to ensuring a seamless transition. I will finalize all my current responsibilities and ensure all relevant documentation is updated for my successor. I am prepared to assist in the training of my replacement to ensure a comprehensive handover of my responsibilities.

I wish both you and this company continued success in all future endeavors. It has been a pleasure working with you and the team.

Thanks & Regards,

**Manish Prasad**

General Finance Analyst III