



Fwd: Acceptance of Resignation request of Rohit Sharma(17888)

1 message

Rohit Sharma <rohit.sharma@randstad.in>
To: princeroumy@gmail.com

Fri, Nov 7, 2025 at 4:24 PM

Thanks & Regards
Rohit sharma
E- Rohit.sharma@randstad.in
Mob- 7869720621



----- Forwarded message -----

From: <r-People@randstad.in>
Date: Fri, Nov 7, 2025 at 11:00 AM
Subject: Acceptance of Resignation request of Rohit Sharma(17888)
To: <rohit.sharma@randstad.in>
Cc: <shobha.dixit@randstad.in>, <rima.tripathy@randstad.in>

Dear Rohit Sharma

With reference to your resignation from your current position on 09th October, 2025, it has been confirmed that your Last working day is on **07th November, 2025**

Stage1: Exit Checklist

A checklist has been generated and shared with the stakeholders.

Kindly touch base with all the stakeholders to ensure that your checklist has been completed on or before your last working day. (The IT assets/Laptop needs to be submitted on the last working day. If not submitted, then strict action will be taken)

Contact Details of the stakeholders are as follows:

- Local Admin SPOC (satish.k@randstad.in)
- Local IT SPOC (tushar.shinde@randstad.in)
- Central IT SPOC (praveenkumar.g@randstad.in)
- BCD Team(Sachin) (sachin.parab@randstad.in)
- HRBP SPOC (rima.tripathy@randstad.in)
- Manager Name(shobha.dixit@randstad.in)

Please note that your F&F will ONLY be processed if all the exit stakeholders are given their clearance in rPeople.

Stage2: Exit Forms

1. Exit Interview Form

Path: Rpeople>me>Journeys>Employee exit checklist >Employee exit interview Form

2. Leave Encashment Declaration Form

This form is applicable and mandatory for core employees to claim exemption in tax computation otherwise it'll be considered as taxable income and subsequently TDS will be deducted if any in F&F.

3. Gratuity Declaration Form(for eligible employees)

It is mandatory to submit this declaration to claim exemption in tax computation otherwise it'll be considered as taxable income and subsequently TDS will be deducted if any in F&F

Process for Leave Encashment Declaration & Gratuity Declaration Form

1. Download the forms from this link: [Leave encashment and Gratuity Form](#)
2. Upload on rPeople : Me>Document records >Add>Leave encashment form/GratuityDeclaration Form

Stage 3: ADP

1. Investment & Reimbursement Proof Submission

- Update personal email ID on ADP (ADP>Home>Profile Information>Email ID)
- Submission of Investment & Reimbursement Proofs on the ADP Portal (on or before LWD)
- Go to Tax submission (for Investment proof) & Claim submission (for reimbursement proof) → Add Components → Select Relevant Components
- Choose "Actual" and upload the relevant documents

For more details, please refer to the FAQ section below.

2. F&F and Experience Letter

Full & Final Settlement

The F&F settlement & Taxslip will be released in the ADP portal. You will receive the ADP login credentials on your personal email ID from [<no.reply@adp.com>](mailto:no.reply@adp.com)

Path: Pay > Other Reports > Select Financial Year > Select Month (month of F&F released)

Experience Letter

To Download the same from ADP, please follow the path : Pay > Documents > Employee

Please reach out to r-Connect Helpdesk for further clarification if any.

Note: The existing bank account in our records will be used for future payment(s) if any.

Frequently Asked Questions

1. By when F&F will be processed

All stake holders clearance is required by 10th of every month, which is the F&F cutoff date.

2. By when will I receive the F&F payment

Once all stakeholders have given their clearance F&F will be initiated in that particular month and F&F slip will be released on ADP during the 3rd-4th week of the month and the payment will happen on the last day of the month.

3. By when will I receive the Experience Letter

After F&F payment, the letter will be released in ADP during the 1st week of the next month.

4. How to navigate through ADP for Investment & Reimbursement Proof Submission

Please refer to the [User Manual](#) here

5. How to reach out to Randstad HR Team post exit

By dropping us an email on rconnect@randstad.in with the subject starting with

#RandstadAlumni.

We wish you the very best in all your future endeavors!

Regards

Human Resources Team

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Employee Code	17888	Employee Name	Rohit Sharma
Date of Joining	09/08/2019	Date Of Birth	05/04/1995
Designation	Assistant Manager	Bank Name	ICICI Bank
Market Facing Title	Assistant Manager - Talent Consultant	Bank Account Number	657401574169
Band	E1	PAN	JDRPS8996E
Team	Randstad Specialities	Universal Account Number	101326307458
Location	Indore	PF Account Number	TNMAS0035791000/2705610
No. of Working Days	31.00	New Joinee Arrear Days	0.00
Days Paid / LOP Reversal	31.00 / 0.00	LOP / Previous Month LOP	0.00 / 0.00

Payslip for the month of August 2025

Earnings	Fixed Pay	Amount	Arrear Amount	Year to Date	Deductions	Amount	Year to Date
Basic Pay	19,566.00	19,566.00	0.00	97,830.00	Provident Fund	2,348.00	11,740.00
H.R.A	7,826.00	7,826.00	0.00	39,130.00	Profession Tax	208.00	1,040.00
Balancing Allowance	19,174.00	19,174.00	0.00	95,870.00	Labour Welfare Fund	0.00	10.00
Bonus		0.00	0.00	7,630.00			
Gross Earnings		46,566.00		240,460.00	Gross Deductions	2,556.00	12,790.00

Net Pay	44,010.00
Net Pay In Words	Forty-Four Thousand Ten

Reimbursement Slip for the month of August 2025

Components	Amount
Total Reimbursement Pay	0.00

Note : This is a computer generated payslip and does not require authentication.



Employee Code	17888	Employee Name	Rohit Sharma
Date of Joining	09/08/2019	Date Of Birth	05/04/1995
Designation	Assistant Manager	Bank Name	ICICI Bank
Market Facing Title	Assistant Manager - Talent Consultant	Bank Account Number	657401574169
Band	E1	PAN	JDRPS8996E
Team	Randstad Specialities	Universal Account Number	101326307458
Location	Indore	PF Account Number	TNMAS0035791000/2705610
No. of Working Days	31.00	New Joinee Arrear Days	0.00
Days Paid / LOP Reversal	31.00 / 0.00	LOP / Previous Month LOP	0.00 / 0.00

Payslip for the month of July 2025

Earnings	Fixed Pay	Amount	Arrear Amount	Year to Date	Deductions	Amount	Year to Date
Basic Pay	19,566.00	19,566.00	0.00	78,264.00	Provident Fund	2,348.00	9,392.00
H.R.A	7,826.00	7,826.00	0.00	31,304.00	Profession Tax	208.00	832.00
Balancing Allowance	19,174.00	19,174.00	0.00	76,696.00	Labour Welfare Fund	0.00	10.00
Bonus		0.00	0.00	7,630.00			
Gross Earnings		46,566.00		193,894.00	Gross Deductions	2,556.00	10,234.00

Net Pay	44,010.00
Net Pay In Words	Forty-Four Thousand Ten

Reimbursement Slip for the month of July 2025

Components	Amount
Total Reimbursement Pay	0.00

Note : This is a computer generated payslip and does not require authentication.



Employee Code	17888	Employee Name	Rohit Sharma
Date of Joining	09/08/2019	Date Of Birth	05/04/1995
Designation	Assistant Manager	Bank Name	ICICI Bank
Market Facing Title	Assistant Manager - Talent Consultant	Bank Account Number	657401574169
Band	E1	PAN	JDRPS8996E
Team	Randstad Specialities	Universal Account Number	101326307458
Location	Indore	PF Account Number	TNMAS0035791000/2705610
No. of Working Days	30.00	New Joinee Arrear Days	0.00
Days Paid / LOP Reversal	30.00 / 0.00	LOP / Previous Month LOP	0.00 / 0.00

Payslip for the month of September 2025

Earnings	Fixed Pay	Amount	Arrear Amount	Year to Date	Deductions	Amount	Year to Date
Basic Pay	19,566.00	19,566.00	0.00	117,396.00	Provident Fund	2,348.00	14,088.00
H.R.A	7,826.00	7,826.00	0.00	46,956.00	Profession Tax	208.00	1,248.00
Balancing Allowance	19,174.00	19,174.00	0.00	115,044.00	Labour Welfare Fund	0.00	10.00
Bonus		0.00	0.00	7,630.00			
Gross Earnings		46,566.00		287,026.00	Gross Deductions	2,556.00	15,346.00

Net Pay	44,010.00
Net Pay In Words	Forty-Four Thousand Ten

Reimbursement Slip for the month of September 2025

Components	Amount
Total Reimbursement Pay	0.00

Note : This is a computer generated payslip and does not require authentication.