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Send From hr.services@irisbusiness.com

On Fri, Jul 8, 2022 at 10:41 AM HR.Services <hr.services@irisbusiness.com> wrote:

Hi Vijay,

This is to inform you that your resignation is accepted & your last working day is 8th July 2022 as approved by your reporting manager.

Please ensure that a complete handover of all your work is done from your end. Your relieving is subject to completion of handover and approval of the same from your Manager/TL.

As per the Company Resignation Policy, payment of all your dues from now on will be deferred till the final settlement. Your final settlement will be done within 45 days of your last working day and payment will be credited to your account.

Please contact Finance for submission of IT Declaration & proof.

Also, PFA the IT Clearance form, you are requested to take a print out of the same & see to it your IT clearance is done with the IT Dept by your last working day.

Since we are working from home, you may need to take clearance in email from all the respective departments and your reporting manager.

Please note: we will be able to release the relieving letter and complete your exit formalities only once we get clearance from IT dept that you have returned all the company assets (Laptops, desktops, mouse, charger etc) if any has been given to you.

You will have to return the company properties as listed by IT along with the ID card physically to our Navi Mumbai office by or before your last working day or not later than by 15th July 2022 (Friday).

Kindly fill in your Exit Form on the below-mentioned link

https://forms.gle/5AcN4N2ygdGRbBgb7

Feel free to contact us if you have any queries.

Thanks & Regards,
Apeksha Salunke
IRIS Business Services Limited
Tower- 2, 3rd Floor, International InfoTech Park,
Vashi, Navi Mumbai - 400703 India

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This email (including any accompanying documents) is only intended for the person(s) to whom it is addressed and may contain confidential information. Unless stated to the contrary, any opinions or comments are personal to the writer and do not represent the official view of the company.