
Reg Incubation/Summer Intern/PT Closure, Yuvaraja M - INC-5725

2 messages

HR Incubation <incubation-hr@zohocorp.com>

2 April 2026 at 13:26

To: "yuv.the.dev" <yuv.the.dev@gmail.com>

Cc: [REDACTED]@zohocorp.com, [REDACTED]@zohocorp.com, attendance-tracker@zohocorp.com, sysadmin@zohocorp.com, incubation-hr@zohocorp.com, [REDACTED]@zohocorp.com

Hi Yuvaraja M,

This mail is to inform you that your incubation /summer intern/project trainee process is over and trainees account has been disabled. If you have received the ID card, kindly return your ID card to security and acknowledge in same mail thread that you have submitted your ID card.

Date of exit - 02-Apr-2026

Reason for exit - Period over

Steps to follow to return the assets:

- 1)If you are in the Chennai office, you can hand over the laptop, laptop bag, charger, mouse, and any electronic device to the Basement - ITS Exit room ([REDACTED]). Please note the Sysadmin person's name, employee ID, and Zoho email ID (to whom you handed over).Kindly reply to this email, mentioning the Sysadmin details, date, and location as an acknowledgment.
- 2)Hand over your ZOHO ID card to the tower reception.
- 3)If you are working from any DTA office, kindly return all Zoho assets to your pitstop or sysadmin and confirm with us via email . Note - Your exit clearance will not be completed until you return the assets to us.
- 4) If you are moving to Zoho employment rolls, please reach out to your floor pitstop to map your new ID with your assets.

For queries reach Malo ([REDACTED]) or mail to [REDACTED]@zohocorp.com.

Warm Regards,

[REDACTED]

Associate - HR

Ph: [REDACTED]