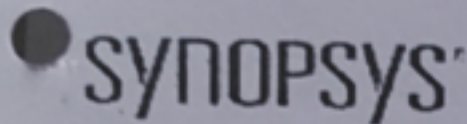
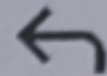


External

Inbox



Premita Khalkho Yesterday
to me, Nanarao, Sujoy ▾



Synopsys Confidential
Internal Use Only

Welcome to Synopsys!



Dear Chandana,

Welcome and Congratulations!

We are excited and looking forward to you joining our team.

We have initiated your onboarding!

In order to enhance your onboarding experience, please go through the instructions and information below:

A. The Online Onboarding:

1. You will receive a system generated email from Microsoft Power Apps - microsoft@powerapps.com with **SUBJECT LINE: 'Welcome to Synopsys! Important Links and Action Items'** to your email ID shortly.

Once you receive the email, you are requested to:

- Fill in the 'Pre-Onboarding Form'
- Fill the PDF 'New Hire Joining Kit set of ALL DOCUMENT - 2020'
- Send the filled PDF to hr-help-india@synopsys.com

2. You will receive a second email from Synopsys Onboarding - synopsys@sapsf.com with **SUBJECT LINE: 'YOUR NAME, Welcome to Synopsys! Please Complete New Hire Paperwork'**

In this mail, you are requested to complete your Synopsys account creation. (Hyperlink attached to the words 'Click Here', on paragraph two of the email)

Thereafter you will be directed to the "Onboarding Portal Site" to complete the formalities mentioned in the portal and submit via the onboarding portal within **24HRS of receiving the email.**

Please drop an email to hr-help-india@synopsys.com, in case you face any issues or need assistance while completing the formalities.