

To
Dr. Parul Parmar
General Manager - HR
VNR Seeds (P) Ltd.
Raipur, Chhattisgarh, Pincode : 492006

Dear Parul Ma'am,

Subject: Formal Resignation - Appreciation and Transition

Dear Parul Ma'am,

I trust this message finds you well. It is with mixed emotions that I write to formally submit my resignation from the position of **Executive HR** at VNR Seeds (P) Ltd, effective as of December 7, 2023.

After careful consideration and with a focus on pursuing better growth opportunities for my career, I have accepted a position at Birla Copper, Bharuch. I want to express my sincere appreciation for the rich experiences and invaluable opportunities for professional development that I have gained during my tenure at VNR.

I extend my heartfelt gratitude to you and the entire team at VNR for your unwavering support, mentorship, and the positive work environment that has played a significant role in my professional growth.

During my notice period, I am committed to ensuring a seamless transition. I will diligently complete any pending tasks and be available to assist in the handover process. My last day of working at VNR will be December 30, 2023.

I am thankful for your understanding and support in this matter. Looking forward, I genuinely aspire to maintain a positive relationship with VNR and its esteemed team members even after my departure.

Thank you once again for the numerous opportunities and experiences that have enriched my professional journey at VNR.

Sincerely,

Neha Dewangan
Executive HR

