

10/9/24, 12:18 PM

Gmail - Regarding Resignation



neha yadu <nehayadu1.vnr@gmail.com>

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## Regarding Resignation

2 messages

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neha yadu <nehayadu1.vnr@gmail.com>

1 October 2024 at 15:07

To: Pooja Acharya <poojaacharya.vspl@gmail.com>

Dear Mam,

I'm writing to formally resign my position as document management executive at "Vimal Chawda", effective 15th october 2024, due to study purposes as I want to pursue a PHD for my career growth. The opportunity to work in the prestigious organisation has been a great experience in itself.

I have learned a lot in the last two & half years which will be useful for me throughout my life. I'm committed to ensuring a smooth transition and will do my best to wrap up my duties.

I request you to accept my resignation. If possible, provide an experience letter of my tenure.

I thank the organisation for giving me this opportunity.

Regards

**Neha Yadu**

**Executive-Documents Management**

VNR Seeds Private Limited

A handwritten signature in blue ink, appearing to be 'Neha', with a long horizontal line extending to the right.