



Jyoti Sharma <jyoti@tantiagroup.com>

Application for resignation, date-01-03.2024

2 messages

Jyoti Sharma <jyoti@tantiagroup.com>

Fri, Mar 1, 2024 at 10:38 AM

To: Nirmalya Ghosh <nirmalya@tantiagroup.com>, Tarun Chaturvedi <tarunchatu@tantiagroup.com>

Cc: HRD - Tantia <hrd@tantiagroup.com>

Respected Sir and Nirmalya da,

Please accept this letter as my formal notice of my resignation from my position as "Accounts Assistant" with Tantia Constructions Limited.

I will serve a 30 days notice period, from 1st March 2024 and my last working day will be 30th March, 2024. Request you to please complete all the formalities, my full and final settlement, provide me with my relieving letter and experience certificate letter within 30 days from leaving this company.

It was a very hard decision to make and I express my deep gratitude for the opportunities that I got here and the collaborative environment that I had the pleasure of being a part of. I wish all the success to the company.

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Thanking you
Yours sincerely
Jyoti Sharma

HRD - Tantia <hrd@tantiagroup.com>

Wed, Mar 6, 2024 at 2:48 PM

To: Jyoti Sharma <jyoti@tantiagroup.com>

Dear Ms. Jyoti Sharma,

With reference to your email dated 01/03/2024 concerning your resignation from the position of "Accounts Assistant," please be informed that your resignation has been accepted, effective from 30/03/2024.

Following your last working day, which is scheduled for 30/03/2024, you will receive your release letter.

Thank you for your contributions during your tenure with us. We wish you all the best in your future endeavors.

Thanks & Regards

Human Resource Department

Tantia Constructions Limited,
DD30, Sector - 1, Salt Lake City,
Kolkata, West Bengal
Land Line :40190000

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