



Nikita Dubey <dubeynikita650@gmail.com>

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## Resignation Letter Due to Health Reasons

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**ALOKE NASKAR - HR** <hr@hitechanimation.com>

Sat, 15 Feb at 3:42 PM

To: Nikita Dubey <dubeynikita650@gmail.com>

Cc: Raju Karmakar <rajukarmakar@hitechanimation.com>, DIBYENDU SETT <settdibyendu@gmail.com>, sahsakshi.hitech@gmail.com <sahsakshi.hitech@gmail.com>

Dear Nikita,

This is to formally acknowledge and accept your resignation mail dated 08 February 2025 14:20. Your last working day with the company will be 8<sup>th</sup> February 2025.

We appreciate the contributions you have made during your time with us and wish you all the best in your future endeavours. Please ensure the completion of any pending work and facilitate a smooth handover of your responsibilities.

Please ensure the return of any company belongings, such as desktop/laptop, company documents, ID card, SIM card, etc., and submit the IT Clearance Form to the HR department on your last working day.

**Additionally, your final settlement will be processed once all exit formalities are completed.**

Sincerely yours,

**Aloke Naskar**

Dy. Manager-HRIHi-Tech Animation Pvt. Ltd.I

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