

Subject: **RE: Resignation Notice and Request for Early Relieving**  
From: Mahesh Prasad <mahesh@zacks.co.in>  
To: 'sristi' <sristi@zacksindia.com>  
Cc: <kalyann@zacksindia.com>, <animeshd@zacks.co.in>, 'Chandra Pradhan' <chandrap@zacks.co.in>  
Reply-To: <mahesh@zacks.co.in>  
Date: 2025-04-28 12:03



Dear Ms. Sristi,

Thankyou for your association with us and would like to inform that you need to submit the resignation signed copy and as regard to adjustment of leave is concerned I would like to asked to please follow the lease rule shared with you during induction session.

Please follow up with Mr. Animesh Das/ Mr. Chandra Pradhan for exit formalities.

Thanks  
Mahesh Prasad

-----Original Message-----

From: sristi <[sristi@zacksindia.com](mailto:sristi@zacksindia.com)>  
Sent: April 26, 2025 07:19  
To: [mahesh@zacks.co.in](mailto:mahesh@zacks.co.in)  
Cc: [kalyann@zacksindia.com](mailto:kalyann@zacksindia.com)  
Subject: Resignation Notice and Request for Early Relieving

Hi Sir,

I hope this message finds you well. Please accept this email as formal notice of my resignation from the position of Equity Research Associate at Zacks Research Pvt. Ltd., effective today, 4/26/2025. I have decided to enhance my academic and professional growth.

While I understand that the standard notice period is 30 days, I would like to request an early release from my duties. I kindly request that my remaining leave balance be adjusted against the notice period so that the relieving process can be expedited.

I assure you of my full support in ensuring a smooth transition and am happy to complete any necessary handovers before my exit.

I am grateful for the opportunities and experiences I've had during my time with Zacks, and I truly appreciate your support and understanding regarding this request.

Looking forward to your kind consideration and approval.

Warm regards,  
Sristi Basu  
Employee ID - EIR413  
M: 9382211940

## Pay Slip for the Month of March 2025

Employee Code	EIR413
Employee Name	Sristi Basu
Department	Equity Research
Designation	Research Associate
Location	Millenium City

## Leave Details

Paid Days	28	Unpaid Leave	0
Paid Leave	3	Balance Leave	0

## Pay Details

Basic	10,243	Advance	0
HRA	5,122	E P F O	1,800
Transport	1,600	E S I C	154
Spl Allowances	1,520	P. Tax	130
Meal Encashment	2,000	T D S	0
Variable Allowance	0		
Arrear / Adjustment	0		
<hr/>	<hr/>	<hr/>	<hr/>
Total Cash Earning	20,485	Total Deductions	2,084
<hr/>	<hr/>	<hr/>	<hr/>
Co. Contribution to EPFO	1,800	EPFO UAN NO.	102087857879
Co. Contribution to ESIC	667	ESIC Number	0
Meal Coupon Availed	0		
<hr/>	<hr/>	<hr/>	<hr/>
Total Earning	22,285	Net Pay	18,401
<hr/>	<hr/>	<hr/>	<hr/>

Salary has been credited to your Bank Account No. xxxxxxxxxxxx32245

This is a computer generated payslip which does not need any signature

**Pay Slip for the Month of February 2025**

Employee Code	EIR413
Employee Name	Sristi Basu
Department	Equity Research
Designation	Research Associate
Location	Millenium City

**Leave Details**

Paid Days	28	Unpaid Leave	0
Paid Leave	0	Balance Leave	12

**Pay Details**

Basic	10,243	Advance	0
HRA	5,122	E P F O	1,800
Transport	1,600	E S I C	154
Spl Allowances	1,520	P. Tax	130
Meal Encashment	2,000	T D S	0
Variable Allowance	0		
Arrear / Adjustement	0		
<hr/> Total Cash Earning	<hr/> 20,485	<hr/> Total Deductions	<hr/> 2,084
Co. Contribution to EPFO	1,800	EPFO UAN NO.	102087857879
Co. Contribution to ESIC	667	ESIC Number	0
Meal Coupon Availed	0		
<hr/> Total Earning	<hr/> 22,285	<hr/> Net Pay	<hr/> 18,401

Salary has been credited to your Bank Account No. xxxxxxxxxxxx32245  
This is a computer generated payslip which does not need any signature

## Pay Slip for the Month of January 2025

Employee Code	EIR413
Employee Name	Sristi Basu
Department	Equity Research
Designation	Research Associate
Location	Millenium City

## Leave Details

Paid Days	30	Unpaid Leave	0
Paid Leave	1	Balance Leave	0

## Pay Details

Basic	10,243	Advance	0
HRA	5,122	E P F O	1,800
Transport	1,600	E S I C	154
Spl Allowances	1,520	P. Tax	130
Meal Encashment	2,000	T D S	0
Variable Allowance	0		
Arrear / Adjustment	0		
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