



Ajay Raj Sharma <ajayrajsharma95@gmail.com>

Notice of Resignation - Ajay Raj Sharma - 24/09/2025

4 messages

Ajay Raj Sharma <ajayrajsharma95@gmail.com>

Wed, Sep 24, 2025 at 10:15 AM

To: jagat@knowledgesplice.com, sriram.sivaramakrishnan@knowledgesplice.com

Cc: HR East <hr.east@knowledgesplice.com>, kaushal@knowledgesplice.com

Hello,

I am writing today to formally resign from my position of Senior Associate at Knowledge Splice Services Pvt. Ltd. Due to my personal circumstances and health issues this decision has been made.

I will be serving my notice for a period of one month and please let me know how I can assist in the handover of my responsibilities so I can help ensure a smooth transition.

Thank you all for your support and guidance during all this time. I appreciate all the time I have spent in this company & the things that I have learned during this period.

I kindly request you to acknowledge and accept this notice of resignation & consider 24/10/2025 as my final working day of service with this organization.

Please get this mail forwarded to others in case I have missed someone.

Thank you all for your support.

Thanks & Regards

Ajay Raj Sharma

Anilkumar Ghatti <Anilkumar.G@knowledgesplice.com>

Wed, Sep 24, 2025 at 8:37 PM

To: "ajayrajsharma95@gmail.com" <ajayrajsharma95@gmail.com>, HR East <hr.east@knowledgesplice.com>

Cc: Sriram Sivaramakrishnan <Sriram.Sivaramakrishnan@knowledgesplice.com>, Anbu <anbu@knowledgesplice.com>,
Jagat <jagat@knowledgesplice.com>, Kaushal <Kaushal@knowledgesplice.com>

Hi Ajay,

All the confirmed employees it's going to be 60 days' notice period and NOT 30 days. Your LWD will be 11/24/2025. The resignation request has been approved from the OPS.

Team HR- Please process accordingly and no replacement needed at this point of time.

Best,

Anilkumar VG

From: Sriram Sivaramakrishnan <Sriram.Sivaramakrishnan@knowledgesplice.com>**Sent:** Wednesday, September 24, 2025 11:17 AM**To:** Anbu <anbu@knowledgesplice.com>; Anilkumar Ghatti <Anilkumar.G@knowledgesplice.com>**Subject:** Fw: Notice of Resignation - Ajay Raj Sharma - 24/09/2025

For your reference.

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From: Ajay Raj Sharma <ajayrajsharma95@gmail.com>**Sent:** Wednesday, September 24, 2025 10:16:01 AM

To: Jagat <jagat@knowledgesplice.com>; Sriram Sivaramakrishnan <Sriram.Sivaramakrishnan@knowledgesplice.com>

Cc: HR East <hr.east@knowledgesplice.com>; Kaushal <Kaushal@knowledgesplice.com>

Subject: Notice of Resignation - Ajay Raj Sharma - 24/09/2025

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HR East <hr.east@knowledgesplice.com>
To: Ajay Raj Sharma <ajayrajsharma95@gmail.com>

Fri, Sep 26, 2025 at 3:32 PM

Hi Ajay,
Thank you for your email.

Your last working day will be 23rd October,25.
You will receive your relieving letter within 45 days after your last working day.
Your final salary will be processed and credited as per the regular salary cycle.
We appreciate your contributions during your time with Knowledge Splice Services Private Limited and wish you all the best in your future endeavors.

Thanks & Regards,

Rittika
Executive - Human Resources
Knowledge Splice Services (P) LTD
Winning Collaboration
hr.east@knowledgesplice.com
www.knowledgesplice.com



Knowledge Splice Services

From: Ajay Raj Sharma <ajayrajsharma95@gmail.com>
Sent: Wednesday, September 24, 2025 12:45 AM
To: Jagat <jagat@knowledgesplice.com>; Sriram Sivaramakrishnan <Sriram.Sivaramakrishnan@knowledgesplice.com>
Cc: HR East <hr.east@knowledgesplice.com>; Kaushal <Kaushal@knowledgesplice.com>
Subject: Notice of Resignation - Ajay Raj Sharma - 24/09/2025

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Anilkumar Ghatti <Anilkumar.G@knowledgesplice.com>
To: "ajayrajsharma95@gmail.com" <ajayrajsharma95@gmail.com>

Fri, Sep 26, 2025 at 3:35 PM

FYI

Regards - Anilkumar VG

From: HR East <hr.east@knowledgesplice.com>
Sent: Friday, September 26, 2025 3:31:43 PM
To: Anilkumar Ghatti <Anilkumar.G@knowledgesplice.com>; Sriram Sivaramakrishnan <Sriram.Sivaramakrishnan@knowledgesplice.com>; Jagat <jagat@knowledgesplice.com>; Kaushal <Kaushal@knowledgesplice.com>

Cc: Hr Blr <hr.blr@knowledgesplice.com>; Sangeetha <Sangeetha@knowledgesplice.com>
Subject: Re: Notice of Resignation - Ajay Raj Sharma - 24/09/2025

Hi Anil,

His last working date will be 23rd October,25.

Please inform him that he should not take any leaves in notice period and he has to meet HR on his last working date for exit formalities.

Thanks & Regards,

Rittika

Executive - Human Resources

Knowledge Splice Services (P) LTD

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hr.east@knowledgesplice.com

www.knowledgesplice.com



Knowledge Splice Services

From: Anilkumar Ghatti <Anilkumar.G@knowledgesplice.com>

Sent: Thursday, September 25, 2025 11:13 AM

To: Sangeetha <Sangeetha@knowledgesplice.com>; Sriram Sivaramakrishnan <Sriram.Sivaramakrishnan@knowledgesplice.com>; Jagat <jagat@knowledgesplice.com>; Kaushal <Kaushal@knowledgesplice.com>

Cc: HR East <hr.east@knowledgesplice.com>; Hr Blr <hr.blr@knowledgesplice.com>

Subject: Re: Notice of Resignation - Ajay Raj Sharma - 24/09/2025

Thanks Sangeetha.

We are good!!

Regards - Anilkumar VG

From: Sangeetha <Sangeetha@knowledgesplice.com>

Sent: Thursday, September 25, 2025 5:03:13 PM

To: Anilkumar Ghatti <Anilkumar.G@knowledgesplice.com>; Sriram Sivaramakrishnan <Sriram.Sivaramakrishnan@knowledgesplice.com>; Jagat <jagat@knowledgesplice.com>; Kaushal <Kaushal@knowledgesplice.com>

Cc: HR East <hr.east@knowledgesplice.com>; Hr Blr <hr.blr@knowledgesplice.com>

Subject: Re: Notice of Resignation - Ajay Raj Sharma - 24/09/2025

Hi Anil,

His date of joining is 27th May 2025. As per policy, all employees who joined from June 2025 onwards will have a **60-day notice period**.

Since he joined before June, his notice period will remain **30 days**.

Regards,

Sangeetha,

Manager - HR

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Quality Knowledge Processing Services in a Flatter World...

From: HR East <hr.east@knowledgesplice.com>**Sent:** Thursday, September 25, 2025 10:14 AM**To:** Sangeetha <Sangeetha@knowledgesplice.com>; Hr Blr <hr.blr@knowledgesplice.com>**Subject:** Fw: Notice of Resignation - Ajay Raj Sharma - 24/09/2025

From: Anilkumar Ghatti <Anilkumar.G@knowledgesplice.com>**Sent:** Wednesday, September 24, 2025 11:07 AM**To:** ajayrajsharma95@gmail.com <ajayrajsharma95@gmail.com>; HR East <hr.east@knowledgesplice.com>**Cc:** Sriram Sivaramakrishnan <Sriram.Sivaramakrishnan@knowledgesplice.com>; Anbu <anbu@knowledgesplice.com>; Jagat <jagat@knowledgesplice.com>; Kaushal <Kaushal@knowledgesplice.com>**Subject:** Re: Notice of Resignation - Ajay Raj Sharma - 24/09/2025

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