



Azharuddin Khan &lt;azharuddin.khan@lenskart.in&gt;

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## Resignation-Julekha Sultana Mallick(Oracle id: 104625)

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**Ajoy Khutia** <ajoy.khutia@dealskart.in>

Mon, Dec 29, 2025 at 5:46 PM

To: Julekha Sultana Mallick &lt;julekha.mallick@fos.lenskart.in&gt;

Cc: "azharuddin.khan" &lt;azharuddin.khan@lenskart.in&gt;, Rajjak purkait &lt;rajjak.purkait@lenskart.com&gt;

Hello Julekha,  
Hope you are doing well!

As discussed, we acknowledge and accept your resignation, effective **Dec 31, 2025**, as per your notice.

As discussed, this is to formally inform you that as per the terms outlined in your employment offer, there is a mandatory notice period of 1 month. Unfortunately, we have noted that you do not want to serve the required notice period of 1 month following your resignation.

As a result, in accordance with company policy and the conditions of your employment contract, there will be a deduction from your final settlement equivalent to the salary for the unserved notice period. The deduction amount will be calculated based on your Basic salary for the unserved duration.

Additionally, Up to 20 days of your accrued Privilege Leave (PL) will be credited, and all other remaining leaves will lapse.

We sincerely thank you for your contributions during your tenure with us and wish you all the very best in your future endeavours.

Before your last working day, please ensure the following:

- All handover procedures and exit formalities are completed.
- You download your payslips and any other necessary documents.

**Note:** Your full and final (FnF) settlement, along with your relieving letter, will be processed and issued within 45 days from your last working day (Once all clearances are completed)

Should you require any assistance in the future, please feel free to reach out to me.

***Your acknowledgment of this email is required.***

Stay blessed and happy always!

**Thanks & Regards,**

**Dr. Ajoy Khutia**

DMS | LSSMBB|HRCI-PHR/SPHR|SHRM|GDPR|PMP|PRINCE2|Agile  
CSP|CPMP|CCMP|QMS|ISMS|iEvolve-Guru|NASBA-CPE  
SFC|DEIB|PoSH|OHS & EHS|BCP/BCM

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