

## Re: Formal Resignation from my position | PW76543

1 message

**Shobhita Vig** <shobhitavig@policybazaar.com> Fri, Mar 13, 2026 at 2:02 PM

To: Aheli Mandal <ahelimandal@policybazaar.com>, AHELI MANDAL <aheli.mandal8981@gmail.com>

Cc: Gaurav Jagvansi <gauravjagvansi@policybazaar.com>, Kavita Kashyap <kavitakashyap@policybazaar.com>, Amit Dahiya <amitd@policybazaar.com>, Ashish Pathak <ashishpathak@policybazaar.com>, Shekhar Suman Yadav <shekharyadav@policybazaar.com>, Gauri Kathuria <gaurikathuria@policybazaar.com>, "Pankaj Singh." <pankaj.singh@policybazaar.com>, Akansha Sahani <akanshasahani@policybazaar.com>, LI-CRT HR <licrthr@policybazaar.com>

Hi Aheli,

Your resignation dated 10 March 2026 is accepted.

As per our discussion you have requested to partially serve your notice period. Should you wish to have a clear exit, you may consider the option of buying out your notice period of 5 days (as per your CTC), on or before 14 March 2026, failure to which your exit will be marked incomplete with pending exit clearance.

Please be advised that as per the policy, you will not be entitled to any incentive payout that is accrued as of your date of resignation or unpaid as of your last working day.

As per company guidelines, you are required to return all the company assets in your possession (Tabs, Laptop, ID Card, Mobile phone etc.) in appropriate condition, one day prior to your last working day. However, as an exception, you may submit the company assets by 1 PM tomorrow as per the below details –

Point of contact for return of company assets -

**ID Card/ Mobile Phones etc** - Admin Department, Building No 49, Sector 44, Gurgaon.

**IT Assets** - IT Department, Basement 1, Building [No 120, Sector 44, Gurgaon](#).

Please be advised that your Full & Final settlement shall be on hold till such time or may attract deductions, as applicable.

Your last working day is being considered as 20 March 2026 as per our records.

Please also refer to the exit guidelines attached herewith.

Regards,

**Shobhita Vig | Human Resources**

**Plot No. 95, Sector 44, Gurgaon - 122001**

[www.policybazaar.com](http://www.policybazaar.com)



On Tue, Mar 10, 2026 at 12:14 PM Aheli Mandal <ahelimandal@policybazaar.com> wrote:

Dear Amit Sir,

I hope this email finds you well. I am writing to formally resign from my position as Senior Associate Service Consultant at Policybazaar, effective immediately. Due to some personal reasons that require my immediate attention, I have made the difficult decision to step down from my role.

Due to some personal reason I'm not able to continue with my current position and As per HRMS portal my last working day is 20th March, 2026. I will ensure a smooth transition and complete any outstanding tasks during this time.

I want to express my gratitude for the opportunities and support I have received during my time here. I have greatly enjoyed working with you and the team, and I have learned a lot in the process. I hope we can stay in touch, and I wish Policy bazaar continued success in the future.

Please let me know how I can assist in the handover process.

Thank you once again for your understanding.

Sincerely,  
Aheli Mandal  
Senior Associate Service Consultant  
+91 8981294855



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