



## Resignation Request and Notice Period Arrangement

3 messages

**Diya Roy Chowdhury** <diya@autumnart.in>  
To: Megha Chakroborty <hr@autumnart.in>

Fri, 8 May 2026 at 11:26

Hello Megha,  
I hope you are doing well.

Please accept this email as my formal resignation from my position at Autumn Art.

This has been a very difficult decision for me, but due to the ill health of my grandmother, I need to be with my family and take care of her during this challenging time. Given the circumstances, it would be extremely difficult for me to continue serving the notice period from the office, as I need to remain at home with her.

In view of this situation, I sincerely request that you kindly consider waiving my notice period. As a gesture of good faith and in support of this request, I am willing to forgo my salary for May.

I will ensure a smooth handover of my current responsibilities and will cooperate fully to complete any pending formalities on my end.

I would also request that, upon completion of the resignation and exit formalities, my relieving letter, experience certificate, and PF-related documents be processed and issued without unnecessary delay.

I am grateful to Autumn Art for the opportunity, support, and experience I have gained during my time with the company.

Kindly acknowledge my resignation and let me know the next steps.

Regards,  
Diya Roychowdhury

**Megha Chakroborty** <hr@autumnart.in>  
To: Diya Roy Chowdhury <diya@autumnart.in>  
Cc: priyanka@massart.in <priyanka@massart.in>, Abhijit Bag <abhijit.b@autumnart.in>

Fri, 8 May 2026 at 14:13

Hi Diya,

This is to acknowledge and accept your resignation from Autumn Art.

Considering your personal circumstances, your request for notice period waiver has been accepted. Your last working day with the company will be 09th May 2026.

We request you to ensure a smooth handover of your ongoing responsibilities and complete the proper handover of all company assets, documents, and related materials before your relieving date.

Upon completion of the necessary exit formalities, the company will process your relieving letter, experience certificate, and PF-related documentation accordingly.

We appreciate your contributions during your time with Autumn Art and wish you and your family strength during this difficult period.

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**Best Regards,**  
**Megha Chakroborty**  
HR Department



**Diya Roy Chowdhury** <diya@autumnart.in>

Fri, 8 May 2026 at 14:15

To: Megha Chakroborty <hr@autumnart.in>

Cc: priyanka@massart.in <priyanka@massart.in>, Abhijit Bag <abhijit.b@autumnart.in>

Hello Megha,

Thank you for accepting my resignation and approving the waiver for the notice period. I understand that my last working day will be 09th May 2026.

I will ensure a complete and smooth handover of all responsibilities and company assets before then.

I appreciate your understanding and support during this time.

Regards,

Diya Roychowdhury

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