

Emp. Code &amp; Name : SUSAI606 SUBHOJOY SANKAR SANYAL

ESI :4021215158

Attendance		Rates		Entitlement	Deductions		
Attend.:	10.00	Basic:	20152.00	6501.00	EPF:	0.00	
L.W.P:	0.00	HRA:	0.00	0.00	ESI:	49.00	
L.W/O.P:	21.00	Tiff.All:	0.00	0.00	P.Tax:	0.00	
Days Py:	31.00	Wash.All:	0.00	0.00	I.Tax:	0.00	
		C.A:	0.00	0.00	L.W.F:	0.00	
					Advance:	0.00	
				Earnings :	6501.00	Deductions:	49.00
	<u>Leave</u>	<u>Balance</u>				Gross Pay :	6452.00
PL:	0.00	0.00					
CL:	0.00	3.00	Basic =	ADHOC			
SL:	0.00	0.00					
ML:	0.00	0.00				(+/-) Adjustment :	0.00
				Received Payment :		<b>Net Pay...:</b>	<b>6452.00</b>



Mailbox of joylini\_007@rediffmail.com

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**Subject: Re: Submission Of " Resignation "**

From: HR Support &lt;hr.support@gnbmotors.com&gt; on Wed, 14 May 2025 11:42:58

To: subhojoy sanyal &lt;joylini\_007@rediffmail.com&gt;

Cc: chetan@nprgroup.in, ivy@gnbmotors.com, dms@gnbmotors.com

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Dear Mr. Subhojoy Sankar Sanyal,

This email is to formally acknowledge and accept your resignation.

We wish you all the best in your future endeavors.

**Thanks & Regards,  
Snehangsu Chatterjee  
Human Resource**

**GNB Motors Pvt. Ltd.**

**Head office :** Saltlake Sector V

**Workshops & Showrooms :**

Kolkata | Howrah | Hooghly | S24 PGS | N24 PGS

**Website :** [www.gnbmotors.com](http://www.gnbmotors.com)

**FB Link :** <https://www.facebook.com/theGNBpage/>

**Instagram :** [https://www.instagram.com/gnbmotors\\_tata\\_dealer/](https://www.instagram.com/gnbmotors_tata_dealer/)

**Linkedin :** <https://in.linkedin.com/company/gnb-motors>



On Thu, May 8, 2025 at 8:37 AM subhojoy sanyal <joylini\_007@rediffmail.com> wrote:  
Respected Sir / Madam

I Subhojoy Sankar Sanyal, an employee of your organization would like to bring to your kind notice, that I would like to resign from my current designation due to personal reasons.

It was an absolute pleasure working with the organization and its ethics. I would request to accept my resignation with immediate effect and help me with the formalities done.

Kindly help me with my release letter and f & f settlement .

With regards to the office belongings (Laptop, Charger, Jio Sim Card), they will be handed over to the concerned department or person on 09-05-2025.

With Anticipation,

Thanks & Regards  
Subhojoy Sankar Sanyal

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Emp. Code & Name : SUSAI606 SUBHOJOY SANKAR SANYAL

ESI :4021215158

Attendance		Rates		Entitlement	Deductions	
Attend.:	29.00	Basic:	20152.00	19502.00	EPF:	0.00
L.W.P.:	1.00	HRA:	0.00	0.00	ESI:	147.00
L.W/O.P.:	1.00	Tiff.All:	0.00	0.00	P.Tax:	0.00
Days Py:	31.00	Wash.All:	0.00	0.00	I.Tax:	0.00
		C.A.:	0.00	0.00	L.W.F.:	0.00
					Advance:	0.00

Earnings : 19502.00 Deductions: 147.00

	<u>Leave</u>	<u>Balance</u>
PL:	0.00	0.00
CL:	1.00	4.00
SL:	0.00	0.00
ML:	0.00	0.00

Basic = ADHOC

Gross Pay : 19355.00

(+/-) Adjustment : 0.00

Received Payment :

**Net Pay...: 19355.00**

p. Code & Name : SUSAA1606 SUBHOJOY SANKAR SANYAL

ESI :4021215158

Attendance		Rates	Entitlement	Deductions		
Attend.:	25.00	Basic: 20152.00	19432.00	EPF:	0.00	
L.W.P:	2.00	HRA: 0.00	0.00	ESI:	146.00	
L.W/O.P:	1.00	Tiff.All: 0.00	0.00	P.Tax:	0.00	
Days Py:	28.00	Wash.All: 0.00	0.00	I.Tax:	0.00	
		C.A: 0.00	0.00	L.W.F:	0.00	
				Advance:	0.00	
			Earnings :	19432.00	Deductions:	146.00
<u>Leave</u>	<u>Balance</u>				Gross Pay :	19286.00
PL:	1.00	0.00	Basic = ADHOC			
CL:	1.00	5.00			(+/-) Adjustment :	0.00
SL:	0.00	0.00				
ML:	0.00	0.00			Received Payment :	Net Pay...: 19286.00

Emp. Code & Name : SUSAI606 SUBHOJOY SANKAR SANYAL

ESI :4021215158

Attendance		Rates		Entitlement	Deductions		
Attend.:	26.00	Basic:	20152.00	18137.00	EPF:	0.00	
L.W.P.:	1.00	HRA:	0.00	0.00	ESI:	137.00	
L.W/O.P.:	3.00	Tiff.All:	0.00	0.00	P.Tax:	0.00	
Days Py:	30.00	Wash.All:	0.00	0.00	I.Tax:	0.00	
		C.A:	0.00	0.00	L.W.F:	0.00	
					Advance:	0.00	
				Earnings :	18137.00	Deductions:	137.00
	<u>Leave</u>	<u>Balance</u>				Gross Pay :	18000.00
PL:	0.00	0.00					
CL:	1.00	3.00	Basic =	ADHOC			
SL:	0.00	0.00					
ML:	0.00	0.00				(+/-) Adjustment :	0.00
			Received Payment :			Net Pay...:	18000.00

Service Certificate

To Whom So Ever It May Concern

This is to certify that Mr. /Ms. Subhojoy Sankar Sanyal , Son/Daughter of Mr. Sunil Sankar Sanyal worked in our Organization from 20<sup>th</sup> November 2023 to 31<sup>st</sup> May 2025 with our entire satisfaction.

His Last Designation with us was 'Back Office Executive'.

During his working period we found him a sincere, honest, hardworking, dedicated employee with professional attitude.

We have no objection to allow him in any better position and have no liabilities in our company.

We wish him every success in life.

Thanking you

Yours faithfully,

For GNB Motors Private Limited

  
Authorized Signatory  
Human Resource