



Resignation Acceptance

1 message

HRD <hrd@netscribes.com>
To: Subhangi.Dey@netscribes.com
Cc: HRD <HRD@netscribes.com>, Satyajit.Dey@netscribes.com, Sourav.Nag@netscribes.com

Sat, Mar 22, 2025 at 10:28 AM

Dear Subhangi,

We acknowledge the receipt of your resignation letter effective 08 March 2025. We will cherish your association with the Netscribes family, and regret that you need to move on.

It has been a pleasure working with you. We would like to thank you for your contribution and efforts, and wish you good luck in all future endeavors.

Details regarding your resignation is mentioned below :

Date of Resignation	08 March 2025
Resignation Accepted by	Sourav Nag
Employment Status	Probation
Notice Period	30 days
Last Day of Working [as per notice period]	04 April 2025
Actual Last Day of Working	04 April 2025
Shortfall in Notice Period [if any]	0 days
Exit Type	Full notice period served
Manager Comments	All The Best

We are listing down some quick points to help you plan things better:

Leaves during Notice Period:

- Any leave(s) taken during notice period will be considered as leave without pay
- Optional leave(s) and Compensatory off(s) (if there is a residue) can be availed during the notice period subject to approval from the reporting manager

Other Important Points:

- Download your Form 16 and past payslips
- Ensure that your timesheet and attendance module is updated
- If you are a Project Manager, please communicate the new PM details to QMS. This will help us assign the projects accordingly

We hope that this was of help. Please feel free to connect with HRD for any further queries.

Best wishes,
HRD