

RE: Resignation Mail



Singh, Navneet (Retail Banking, India)

To: Singh, Harshita (Retail Banking Complaints, India)

Follow up. Start by 04 August 2023. Due by 04 August 2023.

Start your reply all with:

I accept the offer.

Thank you!

Thank you for your confirmation.

Feedback

Hi Harshita,

Please find this mail as acceptance of your resignation.

The last working day as per 90 days' notice period effective today will be 31/10/2023

Best Regards,

Navneet Singh | Customer Service & Operations Delivery Manager | Concern & Queries
Retail Banking | Natwest Group
DMRC IT Park, Shastri Park, New Delhi - 110053
Tel: +91 11 8605 2534 (int. 8605 2534) |

DATA CLASSIFICATION: unless otherwise stated the information contained within this email is **CONFIDENTIAL**

From: Singh, Harshita (Retail Banking Complaints, India) <singhfh@rbos.co.uk>

Sent: 03 August 2023 09:55

To: Singh, Navneet (Retail Banking, India) <singhnr@rbos.co.uk>

Subject: Resignation Mail

Dear Sir,

Please accept this mail as formal notice of my resignation from the position of CS&O analyst. I would like to thank you for all the opportunities you have given but my personal circumstances need me to take a break. I intend to fulfil the notice period required for the same. Please let me know if there is anything further I can do to assist.

Thanks & Regards

Harshita Singh