



RESIGNATION [MANSI SINGH, DATA ANALYST]

4 messages

Mansi Singh <mansi.singh@eninrac.com>
To: Ravi Shekhar <rv@eninrac.com>, Human Resource <hr@eninrac.com>
Cc: Mansi Singh <mansishourya27@gmail.com>

Mon, Apr 21, 2025 at 19:20

Dear Sir,

I hope this email finds you well. I am writing to formally resign from my position as Data Analyst at Eninrac Consulting private limited.

This decision has not been easy, as my time at Eninrac has been incredibly rewarding. I am truly grateful for the opportunities I've had to grow both professionally and personally. The experience I've gained while working with such a talented team has been invaluable, and I will always appreciate the support and encouragement I received during my tenure here.

I would like to extend my deepest thanks to you and the entire team for providing an environment where I could develop my skills and contribute meaningfully. The projects we worked on were not only exciting but also challenged me to think critically and push the boundaries of my abilities.

Note: I would like to formally inform you that I will be serving my notice period from 21st April, 2025 to 20th May, 2025 (a duration of one month).

I kindly request you to initiate the process for issuing my experience letter and relieving letter upon the successful completion of my notice period. Please let me know if there are any formalities I need to complete in this regard.

Thank you for your guidance and support throughout my tenure.

Thank You & Best Regards

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Mansi Singh
Data Analyst
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+ 91 9910835200

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Ravi Shekhar <rv@eninrac.com>
To: Mansi Singh <mansi.singh@eninrac.com>
Cc: Human Resource <hr@eninrac.com>, Mansi Singh <mansishourya27@gmail.com>

Mon, Apr 28, 2025 at 11:01

Dear Mansi,

Your resignation is accepted. Wish you all the best for your future endeavors.
Regarding your exit formalities you shall be hearing from HR shortly.

Best,
RV

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Ravi Shekhar
Director
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Mon, Apr 28, 2025 at 16:01

Human Resource <hr@eninrac.com>
To: Mansi Singh <mansi.singh@eninrac.com>

Dear Mansi,

Thank you for your email and for formally notifying us of your resignation from your position as Data Analyst at Eninrac Consulting Pvt. Ltd.

We appreciate the contributions you have made during your time with us and are glad to hear that your experience here has been both rewarding and growth-oriented.

Please note that no leaves shall be permissible during your notice period, which runs from 21st April 2025 to 20th May 2025, unless under exceptional circumstances and with prior written approval.

Additionally, your experience and relieving letters shall be processed as part of the full and final (FnF) settlement proceedings. Kindly note that the FnF process typically follows a cycle of 90 days from your last working day.

Should you need any further clarification or support regarding the exit formalities, please feel free to reach out.

Warm Regards,
Avinsh

Wishing you the very best for your future endeavors.

[Quoted text hidden]

Thu, May 1, 2025 at 14:17

Mansi Singh <mansi.singh@eninrac.com>
To: Human Resource <hr@eninrac.com>
Cc: Ravi Shekhar <rv@eninrac.com>, Mansi Singh <mansishourya27@gmail.com>

Dear Sir,
Thanks for the information.

Along with the experience and relieving letter I would request you to provide me with my last four salary slips (i.e. January, February, March and upcoming April). I would greatly appreciate your support in this regard.

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