

**From:** Neena Singh  
**To:** Priyanka Dureja  
**CC:** Sumit Bargoti; Amit Kapoor  
**Date:** 5/12/2021 7:01 PM  
**Subject:** Acceptance of resignation

Hi Priyanka,

We have received and accepted your letter of resignation dated 5 May 2021.

As agreed, your last day of employment and last working day will be 4 June 2021.

You are required to return all company properties (if applicable) on your last working day or you will be responsible for the expense of any items that is not returned.

"Wishing you all the best for your future".

With kind regards,

**NEENA SINGH**

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>>> Priyanka Dureja 05-05-2021 18:23 >>>

Hi All,  
Please accept this letter as formal notification that I am resigning from my position as Screening Associate with Cisive. My last day will be 04-June-2021 as per the Company policy.  
During the notice period, I am more than willing to help make the transition as smooth as possible by completing existing tasks.  
I wish the company continued success, and I hope to stay in touch in the future.

Name: Priyanka Dureja  
Emp ID: IN 321  
Dept: Screening Associate

Thanks

Kind regards,

**PRIYANKA DUREJA**

Screening Associate- PES

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