



Resignation Letter – Request for Final Working Day as 19th May 2025

13 messages

Mohit Gupta <mohit.gupta@theporter.in>

Wed, 7 May, 2025 at 6:54 pm

To: Shruti Rathi <shruti.rathi@theporter.in>, Vishal Soni <vishalsoni@theporter.in>

Cc: JAYANTH MATHEW <jayanth.mathew@theporter.in>, HR Support <hrsupport@theporter.in>

Hi Team,

I hope this message finds you well.

I am writing to formally resign from my position at Porter as a Senior Business Executive. I have had the privilege of being part of this organization since December 2021, and I sincerely appreciate the opportunities for growth and development that have been provided to me. My journey here has been marked by continuous learning, promotions, and strong performance, all of which I value deeply.

Please consider this letter as the formal initiation of my resignation process. I understand and respect the notice period policy, and in the event of any shortfall in the notice duration, I am willing to have the corresponding amount adjusted in my Full and Final (FNF) settlement.

I am committed to ensuring a smooth transition during this period and will do my best to hand over responsibilities effectively.

Thank you once again for the support and experiences over the past years.



Mohit Gupta | Central SLA

Senior Business Executive - LCV

✉ mohit.gupta@theporter.in

📞 +91 90881 35124

🌐 www.porter.in

Vishal Soni <vishalsoni@theporter.in>

Wed, 7 May, 2025 at 7:16 pm

To: Mohit Gupta <mohit.gupta@theporter.in>, Mrinalini Sharma <mrinalini.sharma@theporter.in>

Cc: Shruti Rathi <shruti.rathi@theporter.in>, JAYANTH MATHEW <jayanth.mathew@theporter.in>, HR Support <hrsupport@theporter.in>

Hi Mohit,

Wishing you the best of luck in your future endeavors. As per our offline discussion, your resignation has been approved.

@Mrinalini Sharma @HR Support Mohit will not be serving the notice period as per policy and his request. Kindly advise on the next steps for processing his exit accordingly.

[Quoted text hidden]

Vishal Soni | SLA

✉ vishal.soni@theporter.in

📞 +91 9265065505

Nikita Bagore <nikita.bagore@theporter.in>

Thu, 8 May, 2025 at 10:27 am

To: Vishal Soni <vishalsoni@theporter.in>

Cc: Mohit Gupta <mohit.gupta@theporter.in>, Mrinalini Sharma <mrinalini.sharma@theporter.in>, HR Support <hrsupport@theporter.in>

Hi Vishal,

As I checked on DB, Mohit's resignation is pending for your approval.

Kindly approve the same to proceed further.

@Mohit Gupta Please make a note that since you are not able to serve the entire notice period, there will be a recovery applicable as per the notice period policy.

Thank you!!



Nikita Bagore | Associate PBP

✉ nikita.bagore@theporter.in

📞 +91 86522 49993

On Thu, May 8, 2025 at 10:14 AM HR Support <hrsupport@theporter.in> wrote:

+Nikita Bagore - Fyi, please

**Warm Regards,
Team People & Culture**

[Quoted text hidden]

Thu, 8 May, 2025 at 10:32 am

Vishal Soni <vishalsoni@theporter.in>

To: Nikita Bagore <nikita.bagore@theporter.in>

Cc: Mohit Gupta <mohit.gupta@theporter.in>, Mrinalini Sharma <mrinalini.sharma@theporter.in>, HR Support <hrsupport@theporter.in>

Hi Nikita,
Good morning,
I've approved resignation from the DB. Kindly check once from your side if anything missed to update from my side.
[Quoted text hidden]

Thu, 8 May, 2025 at 10:33 am

Vishal Soni <vishalsoni@theporter.in>

To: Nikita Bagore <nikita.bagore@theporter.in>, Abhash Chowdhury <abhash.chowdhury@theporter.in>

Cc: Mohit Gupta <mohit.gupta@theporter.in>, Mrinalini Sharma <mrinalini.sharma@theporter.in>, HR Support <hrsupport@theporter.in>

+Abhash Chowdhury fyi.

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Thu, 8 May, 2025 at 5:23 pm

Nikita Bagore <nikita.bagore@theporter.in>

To: Vishal Soni <vishalsoni@theporter.in>

Cc: Abhash Chowdhury <abhash.chowdhury@theporter.in>, Mohit Gupta <mohit.gupta@theporter.in>, Mrinalini Sharma <mrinalini.sharma@theporter.in>, HR Support <hrsupport@theporter.in>

Hi Vishal,

I noticed that you approved the resignation and mentioned the Last Working Day (LWD) as 5th June 2025, based on a 30-day notice period with 0 recovery days.

However, Mohit has requested an early release, with 19th May 2025 as his LWD. Since you've approved this change over email, we will proceed with 19th May as the LWD, which includes 17 days of recovery.

Please confirm if this is okay.

Thank you!!



Nikita Bagore | Associate PBP

✉ nikita.bagore@theporter.in

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Vishal Soni <vishalsoni@theporter.in>
To: Nikita Bagore <nikita.bagore@theporter.in>
Cc: Abhash Chowdhury <abhash.chowdhury@theporter.in>, Mohit Gupta <mohit.gupta@theporter.in>, Mrinalini Sharma <mrinalini.sharma@theporter.in>, HR Support <hrsupport@theporter.in>

Fri, 9 May, 2025 at 10:31 am

Hi Nikita,
It is confirmed. Go ahead.
[Quoted text hidden]

Mohit Gupta <mohit.gupta@theporter.in>
To: Vishal Soni <vishalsoni@theporter.in>
Cc: Nikita Bagore <nikita.bagore@theporter.in>, Abhash Chowdhury <abhash.chowdhury@theporter.in>, Mrinalini Sharma <mrinalini.sharma@theporter.in>, HR Support <hrsupport@theporter.in>

Fri, 9 May, 2025 at 11:15 am

Hi Nikita,
Due to some personal commitments there might be some changes in my LWD request. As per our offline discussion I'll update the same by today EOD accordingly.


Mohit Gupta | Central SLA
Senior Business Executive - LCV
✉ mohit.gupta@theporter.in
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🌐 www.porter.in

[Quoted text hidden]

Mohit Gupta <mohit.gupta@theporter.in>
To: Vishal Soni <vishalsoni@theporter.in>
Cc: Nikita Bagore <nikita.bagore@theporter.in>, Abhash Chowdhury <abhash.chowdhury@theporter.in>, Mrinalini Sharma <mrinalini.sharma@theporter.in>, HR Support <hrsupport@theporter.in>

Fri, 9 May, 2025 at 4:40 pm

Hi Nikita,
I hope this message finds you well.
I am writing to follow up on my resignation letter, in which I had initially mentioned **19th May (Monday)** as my last working day. Due to some personal commitments that require my immediate attention, I would like to kindly request that my last working day be revised to **16th May (Friday)** instead.
I assure you that I will do my best to complete all outstanding tasks and ensure a smooth handover before my departure. Please let me know if there are any formalities I should complete to facilitate this change.
Thank you for your understanding and support.


Mohit Gupta | Central SLA
Senior Business Executive - LCV
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Nikita Bagore <nikita.bagore@theporter.in>

Mon, 12 May, 2025 at 10:21 am

To: Mohit Gupta <mohit.gupta@theporter.in>

Cc: Vishal Soni <vishalsoni@theporter.in>, Abhash Chowdhury <abhash.chowdhury@theporter.in>, Mrinalini Sharma <mrinalini.sharma@theporter.in>, HR Support <hrsupport@theporter.in>

Hi Mohit,

Noted on this.

[@Vishal Soni](#) Kindly confirm the same from your end as Mohit has now requested for 16th May 2025 as the last working day.

Thank you!!



Nikita Bagore | Associate PBP

✉ nikita.bagore@theporter.in

📞 +91 86522 49993

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Vishal Soni <vishalsoni@theporter.in>

Mon, 12 May, 2025 at 11:23 am

To: Nikita Bagore <nikita.bagore@theporter.in>

Cc: Mohit Gupta <mohit.gupta@theporter.in>, Abhash Chowdhury <abhash.chowdhury@theporter.in>, Mrinalini Sharma <mrinalini.sharma@theporter.in>, HR Support <hrsupport@theporter.in>

Hi Nikita,
Good morning,
Confirmed from my side.

[Quoted text hidden]

Nikita Bagore <nikita.bagore@theporter.in>

Mon, 12 May, 2025 at 11:42 am

To: Vishal Soni <vishalsoni@theporter.in>

Cc: Mohit Gupta <mohit.gupta@theporter.in>, Abhash Chowdhury <abhash.chowdhury@theporter.in>, Mrinalini Sharma <mrinalini.sharma@theporter.in>, HR Support <hrsupport@theporter.in>

Hi Vishal,

Thank you for the confirmation.

[@Mrinalini Sharma](#) Kindly approve Mohit's resignation with 16th May 2025 as the LWD.

Thank you!!

Nikita Bagore | Associate PBP

✉ nikita.bagore@theporter.in

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Mrinalini Sharma <mrinalini.sharma@theporter.in>

Mon, 12 May, 2025 at 2:43 pm

To: Nikita Bagore <nikita.bagore@theporter.in>, Vishal Soni <vishalsoni@theporter.in>

Cc: Mohit Gupta <mohit.gupta@theporter.in>, Abhash Chowdhury <abhash.chowdhury@theporter.in>, HR Support <hrsupport@theporter.in>

Hey Team,

The same has been approved.

Thanks & Regards,

Mrinalini Sharma

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