

Kumar, Ankit (Global Shared Services)

From: Kumar, Ankit (Global Shared Services)
Sent: 05 December 2024 17:38
To: Anand, Sharet (Global Shared Services)
Cc: Seema Dua
Subject: RE: Non-Extension of Employment Contract

Hi Sharet,

Greeting of the day!

Thank you for the confirmation. I sincerely appreciate the support and opportunities provided during my tenure.

I acknowledge the details mentioned in your email and confirm that I will submit all company assets, including the bag, laptop with charger, headphones, and access cards, on 31st December 2024, as instructed.

Please let me know if there are any additional formalities or requirements.

Wishing the team continued success in all future endeavours.

Best regards,

Ankit Kumar | Executive |

**Shared Services Centre | BC Management Services Pvt. Ltd. |
Advant IT Park, Tower B, 12 Floor, Sector 142 | Noida 201305 | India
9643687976 | ankit.kumar@britishcouncil.org**



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From: Anand, Sharet (Global Shared Services) <Sharet.Anand@in.britishcouncil.org>
Sent: Thursday, December 5, 2024 5:34 PM
To: Kumar, Ankit (Global Shared Services) <Ankit.Kumar@in.britishcouncil.org>
Cc: Seema Dua <Seema.Dua@in.britishcouncil.org>
Subject: RE: Non-Extension of Employment Contract

Hi Ankit,

Greetings !

It has been a pleasure working with you, and we sincerely appreciate your contributions during your tenure with us.

However, we respect your decision to not renew your contract beyond 31st Dec 2024 and wish you all the very best for future endeavours.

Please Submit your assets (bag, laptop with charger and headphone along with all access cards) on 31st dec 2024.

Regards

Sharet Anand | Team Leader |

Mobile : 8800475594 | **Email :** sharet.anand@in.britishcouncil.org



From: Kumar, Ankit (Global Shared Services) <Ankit.Kumar@in.britishcouncil.org>
Sent: Thursday, December 5, 2024 4:27 PM
To: Anand, Sharet (Global Shared Services) <Sharet.Anand@in.britishcouncil.org>
Cc: Seema Dua <Seema.Dua@in.britishcouncil.org>
Subject: Non-Extension of Employment Contract

Dear Sharet,

I hope you are doing well. I am writing to let you know about my decision not to extend my employment contract beyond its current end date of 31 December 2024.

I have greatly appreciated the opportunities and experiences I have gained while working with the British Council Management Services. This role has been instrumental in my professional growth, and I am grateful for the support and guidance provided by you and the team.

As I plan my next steps, I wanted to ensure ample time for a smooth transition and any necessary arrangements to be made. Please let me know if there's anything I can do to assist during this period.

Thank you once again for your understanding and support. I look forward to continuing to contribute positively until the conclusion of my contract.

Best regards,

Ankit Kumar | Executive |
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