



Tripathi, Vaibhav

To:  Palmal, Sameeran

Cc:  Arora, Sandeep;  Chakrabarti, Nandini;  Pathanra, Bharti



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Tue 2/10/2026 4:00 PM

Hi Sameeran,

We have received your resignation dated **06-Feb-26**. We appreciate the contributions you have made during your tenure with us. As we move forward, it is important to ensure a smooth transition and maintain our high standards of performance.

Please note the following expectations during your notice period:

**Fulfillment of Responsibilities:** Continue to fulfill all assigned responsibilities diligently until your last working day i.e. **06-April-26**.

**Maintain Performance & work hygiene:** Maintain the same level of performance and professionalism as expected throughout your employment.

**No Unscheduled Leaves:** Avoid any unscheduled leaves during this period to ensure continuity in our operations.

Your cooperation in these matters will help us manage the transition effectively and minimize any disruption to our team's workflow. Please be aware that unapproved leaves may lead to a change in your relieving date.

If you have any questions or need further clarification on these points, please do not hesitate to reach out.

Thank you for your understanding and continued dedication during this time.

Thanks & Regards,

Vaibhav Tripathi

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TWENTY YEARS