



Ritik Sharma <ritik0075@gmail.com>

Re: Resignation from Associate Service Consultant Position | PW64723

Ayush Rajput <ayushrajput@policybazaar.com>

Wed, Mar 19, 2025 at 11:10 AM

To: Ritik Sharma <ritik0075@gmail.com>

Cc: GI-CRT HR <gicrthr@policybazaar.com>, Subhashree Subhrasmita <subhashrees@policybazaar.com>, Shubham Singh <shubhamsingh@policybazaar.com>, Anshu Saini <anshusaini@policybazaar.com>, Deepti Kotwal <deeptik@policybazaar.com>

Hi Ritik,

Your resignation dated 12 March 2025 is accepted. As per your notice period, your last working day will tentatively be 27 March 2025, till the end of office hours/ shift timings. You are requested to connect with your HR Spoc/ Deepti to discuss the reason for your resignation in detail.

Please be informed that as per company policy, you are required to serve a notice period of 15 days or buyout (as per your CTC), failure to which your exit will be considered incomplete with pending exit clearance.

Additionally, as per the policy, you will not be entitled to any incentive payout that is accrued as of your date of resignation or unpaid as of your last working day.

As per company guidelines, you are required to return all the company assets in your possession (Tabs, Laptop, ID Card, Mobile phone etc.) in appropriate condition, one day prior to your last working day. Please be advised that your Full & Final settlement shall be on hold till such time or may attract deductions, as applicable.

Point of contact for return of company assets -

IT Assets - IT Department, Basement 1, Building No 120, Sector 44, Gurgaon.

ID Card/ Mobile Phones etc - Admin Department, Building No 28, Sector 44, Gurgaon.

Please also note that the pending cost of the laptop/ desktop purchased under the scheme shall be recovered from your F&F settlement as per the policy.

Please also refer to the exit guidelines attached herewith.

Please feel free to revert in case of any queries.

Regards,

Ayush Rajput | Human Resources

Plot No. 49, Sector 44, Gurgaon - 122001

www.policybazaar.com



On Wed, 12 Mar 2025 at 08:50, Ritik Sharma <ritik0075@gmail.com> wrote:

CAUTION:This is an external email. Do not click any links or open attachments unless you recognize the sender and know the content is safe.

Dear,

Shubham Singh

Assistant Manager

Policybazaar Insurance Brokers Private Limited

Gurgaon- Haryana-01

I hope this message finds you well. I am writing to formally resign from my position as an Associate Service Consultant at Policybazaar, effective today, March 12, 2025. I joined the company on August 28, 2024, and after careful consideration, I have decided to move forward with other professional opportunities.

I want to express my sincere gratitude for the opportunity to be a part of Policybazaar and for the support and guidance provided during my time here. I have learned a great deal and appreciate the valuable experiences I've gained while working with such a talented team.

Please let me know the next steps and how I can assist in ensuring a smooth transition of my responsibilities.

Requesting you to help in sorting out my notice period & in adjusting my leaves as per company policies.

I am happy to help in any way I can during this notice period.

Thank you again for your understanding and support.

Warm regards,

Ritik Sharma

PW64723

Associate Service Consultant

Policybazaar.com



Legal Disclaimer: The contents of this email message and any attachments are intended solely for the intended recipient to which it is addressed and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited. Unauthorized disclosure and/or use of information contained in this email may result in civil and criminal liability.

 **Exit Guideline (1).docx**
38K