



Resignation Notice

2 messages

Chieko <shubhammhp21@gmail.com> Thu, 27 Mar, 2025 at 13:24

To: mahesh.telgu@xpressbees.com, lily.dsouza@xpressbees.com

Cc: sagar.kalwal@xpressbees.com, akshata.khandare@xpressbees.com, payroll@xpressbees.com

Dear Mahesh Sir,

I hope this email finds you well. I am writing to formally resign from my position as Customer Service Consultant at Xpressbees, with my last working day being 31st March 2025.

This decision was not made lightly, and I am truly grateful for the opportunities I've had to grow and contribute during my time at Xpressbees. I have learned a great deal and am thankful for the support of both you and my colleagues. It has been a pleasure working with such a talented and dedicated team.

I will do everything I can during my notice period to ensure a smooth transition. Please let me know how I can assist in the process, whether it's training a successor or helping wrap up ongoing projects.

In addition, as part of the onboarding process with my new company, they require an official letter confirming the acceptance of my resignation. I would appreciate it if you could kindly provide a letter from the company head confirming that my resignation has been accepted. This would greatly assist in ensuring a smooth transition for both parties involved.

Thank you once again for the opportunity to be a part of Xpressbees. I truly appreciate everything I've gained here and will carry those lessons with me moving forward.

Wishing the team and the company continued success.

Warm regards,
Shubham Mohapatra
Customer Service Consultant
Mobile Number - 7060550504

<mahesh.telgu@xpressbees.com> Thu, 27 Mar, 2025 at 13:36

To: Chieko <shubhammhp21@gmail.com>

Cc: sagar.kalwal@xpressbees.com, akshata.khandare@xpressbees.com, payroll@xpressbees.com, Lily Dsouza <lily.dsouza@xpressbees.com>

Hi Shubham,

I'M Writing to confirm that your resignation has been accepted, with your last working day being 31st'March'25.

We wish you all the best in your future endeavors

—



Mahesh Telgu
Associate manager | Customer-Oriented Service
Head-office | Pune
Mob : 8956 138 181

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