



Re: Resignation due to Medical reasons

1 message

Jatin Kumar <jatin.kumar@leverageedu.com>
To: abu.bakr846.official@gmail.com, Abu Bakr <abu.bakr@leverageedu.com>
Cc: Shabnam Aziz <shabnam.aziz@leverageedu.com>, Ayush Rajesh <ayush.rajesh@leverageedu.com>, Bharti Singh <bharti@leverageedu.com>, Harsha Sudan <harsha.sudan@leverageedu.com>, Hritika Jangra <hritika.jangra@leverageedu.com>

Mon, 14 Jul, 2025 at 3:08 pm

Hi Abu Bakr (E3866)
abu.bakr@leverageedu.com
abu.bakr846.official@gmail.com
Associate - Consultant
Coaches (University Admissions Team)

Hope you are doing well.

As per our records your last working day with the company is **11 Jul 2025** and you will receive the full and final settlement by 07 Sep 2025 (subject to completion of your exit formalities and exit terms).

You are requested to kindly complete your exit formalities today.

As a part of the Exit Process, please complete the followings:

1. Please fill the exit interview form - [Click Here](#).
2. Kindly complete your handover.
3. **Please take clearance from the respective departments on your Exit Clearance Form.**
 - 3.1 **Reporting Manager:** Respective Reporting Manager
 - 3.2 **Operations Team:** Ashutosh (7275718038), Akash Saxena (9711224279) and Shivam Sharma (9639649234)
 - 3.3 **IT/Admin Team:** Ashutosh (7275718038), Deepak (9667034374)
 - 3.4 **Finance Team:** Dilip (9818514127)
 - 3.5 **Talent Team:** HRBP/Jatin.
4. In case of any attendance/leave related corrections please share the approved email request by the respective Functional Head before the EOD of your last working day.
5. IT Assets (Laptop/Charger/Mobile/Sim/etc) are required to be submitted to the IT Department at Noida Office within 48 hours' time to avoid Laptop rental charges deductions from your FNF settlement.
6. Please download the employment related documents (Payslips/Form 16/Income Tax Statement/Form 12BB/etc) from the GreythHR portal before your last working day.
7. Please submit your proof of investment for income tax calculation on or before your last working day.
8. You will receive the experience letter on your personal email address post your FNF settlement.
9. Kindly be informed that the attendance cycle is from 21st of the following month to 20th of the current month, however the payroll cycle is from 1st to 30th/31st of the current month and FNF will be processed as per the payroll cycle wrt the attendance records in the Greythr Portal.
10. Please note that the encashment of Earned Leave (EL) is contingent upon the completion of the entire notice period as specified in the company policy.

We wish you all the very best for your future endeavours.

On Mon, 14 Jul 2025 at 14:13, Harsha Sudan <harsha.sudan@leverageedu.com> wrote:
You can proceed ahead with the exit formalities.

On Mon, Jul 14, 2025 at 1:11 PM Shabnam Aziz <shabnam.aziz@leverageedu.com> wrote:
Harsha, is there any funnel transfer which needs to be completed?

+Jatin Kumar Kindly proceed with the exit formalities.

Regards,

Shabnam Aziz
Manager - Talent Business Partner

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On Mon, Jul 14, 2025 at 1:06 PM Harsha Sudan <harsha.sudan@leverageedu.com> wrote:

11 july to be lwd

On Mon, 14 Jul 2025 at 12:07 PM, Ayush Rajesh <ayush.rajesh@leverageedu.com> wrote:
[@Harsha Sudan](#)

Regards

Ayush Rajesh

Senior Manager - University Admissions

Mob - +91-9599238635

Leverage Edu

On Mon, Jul 14, 2025 at 11:59 AM Shabnam Aziz <shabnam.aziz@leverageedu.com> wrote:
Hi Ayush and Harsha,

Kindly share his LWD.

Regards,

Shabnam Aziz
Manager - Talent Business Partner

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On Mon, Jul 14, 2025 at 10:37 AM Abu Bakr <abu.bakr@leverageedu.com> wrote:

----- Forwarded message -----

From: **Abu Bakr** <abu.bakr@leverageedu.com>

Date: Sat, Jul 12, 2025 at 10:52 AM

Subject: Resignation due to Medical reasons

To: Harsha Sudan <harsha.sudan@leverageedu.com>

Cc: Ayush Rajesh <ayush.rajesh@leverageedu.com>

Dear Team,

I am writing to formally resign from my position as Associate Consultant at Leverage Edu, effective immediately.

Unfortunately, I must resign due to my eye condition. At this time, I need to focus on resting and getting my eyes back to 100%. Daily sitting on a laptop for hours is very difficult for me right now, and I believe it is best to step away from my current responsibilities to focus on my recovery.

I truly appreciate the opportunity to begin my career at Leverage Edu and thank you for the support and learning I have received during my time here.

Sincerely,
Abu Bakr

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Regards,

Abu Bakr
Associate - Consultant

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Cordially,

Jatin
Manager - Talent


Leverage Edu, Noida

[LinkedIn](#)



2 attachments

 **Exit Form V4.1.pdf**
309 KB

 **Exit Form - Sample Copy.pdf**
386 KB