



You

17 Sep

To HR, Riyanka Kuila, Nilesh Gupta, +3

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Dear Riyanka,

I would like to formally resign from my position at Involead. The reason for my resignation is that I have decided to pursue higher education , which I believe will help me in my long-term career growth.

I am grateful for the support, guidance, and opportunities I have received during my time here. Please let me know the formalities I need to complete, and I will ensure a smooth handover of my responsibilities.

Thank you once again for the opportunity to work with Involead.

Sincerely,  
Pritipallabi Tripathy

RK

Riyanka Kuila

17 Nov

To Swapna Mohapatra and You

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Dear Priti Pallavi,

Hope this email finds you well !

As your last working day is scheduled for today, 17<sup>th</sup> Nov 2025, we kindly request you to ensure that all pending work is completed and appropriately handed over to facilitate a smooth transition.

Additionally, please ensure the submission of all company assets to @Swapna Mohapatra by the end of your last working day. This includes the following items.

- Company Laptop (Lenovo)
- Laptop Charger
- Laptop Bag
- Headset
- Mouse

Kindly share your personal email ID and the company laptop password to assist us with the exit formalities.

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We appreciate your contributions to the team and