

## Re: Formal Resignation – Last Working Day 30th November

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**From:** Saurabh Mishra

[Saurabh.mishra@theikigailab.com](mailto:Saurabh.mishra@theikigailab.com)

**To:** Karishma Gupta

[Karishma.Gupta@theikigailab.com](mailto:Karishma.Gupta@theikigailab.com)

**Cc:** Mukesh Kumar

[mukesh.kumar@theikigailab.com](mailto:mukesh.kumar@theikigailab.com), Nandan

Mishra [nandan@theikigailab.com](mailto:nandan@theikigailab.com), Shashank

Srivastava [shashank@theikigailab.com](mailto:shashank@theikigailab.com),

Account TIL [accounts@theikigailab.com](mailto:accounts@theikigailab.com)

**Sent:** Saturday 29 November at 12:44

Dear Karishma,

This is to acknowledge the receipt of your resignation dated 20th November 2025. While the same has been accepted, we note that you have not served the mandatory one-month notice period as per your terms of employment.

The 28th of November 2025 shall be your last working day with Ikigai School of AI.

You are hereby instructed to return all company assets in your possession including the company CUG SIM, data, documents, and any other materials to your reporting manager / accounts department no later than 29th November 2025. Also, please ensure that all the official communication to the clients via mail is forwarded to me on my official mail ID and make sure to update me on the any and every communication with the clients (whatsapp/mail) as on 28th November 2025.

You are also reminded to maintain complete professionalism and confidentiality, and to refrain from spreading any form of negativity or misinformation about the company, its clients, or its staff. Such behavior will be viewed seriously and may have consequences under the applicable company policies.

Your final settlement will be processed as per the company's Full & Final policy, which may take 30 to 45 days after completion of the asset handover and clearance process.

We wish you the best in your future endeavors.

PS: Dear Shashank, please see that the mail ID assigned to Karishma Gupta has been deactivated by 29th November 2025.

Thanks & Regards,  
Saurabh Mishra  
Chief Business Officer  
The IKIGAI School of AI  
8808428888

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**From:** Karishma Gupta

<[Karishma.Gupta@theikigailab.com](mailto:Karishma.Gupta@theikigailab.com)>

**Sent:** Thursday, November 20, 2025 10:04 AM

**To:** Saurabh Mishra

<[Saurabh.mishra@theikigailab.com](mailto:Saurabh.mishra@theikigailab.com)>

**Cc:** Mukesh Kumar

<[mukesh.kumar@theikigailab.com](mailto:mukesh.kumar@theikigailab.com)>; Nandan Mishra

<[nandan@theikigailab.com](mailto:nandan@theikigailab.com)>; Shashank Srivastava

<[shashank@theikigailab.com](mailto:shashank@theikigailab.com)>; Account TIL

<[accounts@theikigailab.com](mailto:accounts@theikigailab.com)>

**Subject:** Formal Resignation – Last Working Day 30th November

Dear Saurabh Sir,

I am writing to formally resign from my position as Strategic Alliances Manager at Ikigai School of AI. My last working day will be 30th November.

After careful consideration, I have decided to switch my career path from marketing to finance, as it aligns better with my long-term goals.

I kindly request you to process the reimbursement for the expenses incurred by me for company purposes. I also request the necessary relieving documents, including the experience letter and any other required formalities.

Thank you for the support and opportunities during my tenure. I will ensure a smooth and seamless handover of all responsibilities.

Warm regards,  
Karishma Gupta