



Meenakshi Singh &lt;meenakshi.singh842003@gmail.com&gt;

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**Regarding 1 Month notice**

2 messages

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**Meenakshi Singh** <meenakshi.singh842003@gmail.com>  
To: Kajal Agrawal <Kajal.Agrawal@hays.com>

Thu, Nov 6, 2025 at 11:08 AM

Hi Kajal,

Please accept this email as formal notification that I am resigning from my position as Analyst at Hays, effective today. I am grateful for the opportunities, support, and learning experiences I've had during my time here.

I am committed to ensuring a smooth transition during my final month. Please let me know how I can best assist in handing over my duties.

Thank you once again for everything. I look forward to staying in touch and wish the company continued success.

Sincerely,  
Meenakshi Singh

Employee ID: 930793

+91 8968994402

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**Kajal Agrawal** <Kajal.Agrawal@hays.com>  
To: Meenakshi Singh <meenakshi.singh842003@gmail.com>

Thu, Nov 6, 2025 at 11:14 AM

Hi Meenakshi,

Please consider 28<sup>th</sup> November 2025 as your last working date.

Best Wishes!

Regards,

Kajal Agrawal

Assistant Manager – Finance &amp; HR Operations – India

Enterprise Solutions

HAYS Working for your tomorrow

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3rd Floor, Tower 1,  
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