



Meenakshi Singh <meenakshi.singh842003@gmail.com>

Regarding 1 Month notice

2 messages

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

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 28th November 2025 as your last working date.

Best Wishes!

Regards,

Kajal Agrawal

Assistant Manager – Finance & HR Operations – India

Enterprise Solutions

HAYS Working for your tomorrow

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