

Re: Resignation Acknowledgement ||

PW74273 || Nityanand Kumar
Gandhi



External

Inbox



Nicky Anand 3 days ago

to me, Health, Sonam, ... ▾



Dear Nityanand,

Your resignation dated **08 Dec'25** is accepted.

As per **15 days** of your notice period, your last working day will tentatively be **23 Dec'25**, till the end of office hours/ shift timings.

Please be informed that as per company policy you are required to serve a notice period of **15 days** or buyout (as per your CTC), failure to which your exit will be considered incomplete with pending exit clearance.

Additionally, as per the policy, you will not be entitled for any incentive payout which is accrued as on your date of resignation or is unpaid as on your last working day.

As per company guidelines, you are required to return all the company assets in your possession (Tabs, Laptop, ID Card, Mobile phone etc.) in appropriate condition within 15 days from your last working day.

Point of contact for return of company assets -

IT Assets - IT Department, Basement 1, Building No 119, Sector 44-Gurgaon 122001.

ID Card/ Mobile Phones etc - Admin Department, Ground Floor, Building [No.119, Sector 44 Gurgaon-122001](#).

Please send us a line of confirmation once you have returned the company assets issued to you to the respective departments.

Additionally (if required), for the recovery of the asset amount, the Company reserves the right to

initiate legal action to recover company owned assets.

The Full and Final sheet will be shared between 60 working days from the last clearance date.

Please feel free to revert in case of any query.

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Regards,

Nicky Anand | Human Resources

Plot No. 47, Sector 44, Gurgaon - 122001

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From: Nityanand Kumar Gandhi

[<nityanandgandhi@policybazaar.com>](mailto:nityanandgandhi@policybazaar.com)

Date: Mon, Dec 8, 2025 at 4:26 PM

Subject: Resignation

To: Ankit Mehta <ankitmehta@policybazaar.com>

Cc: Syed Nakhshab Faragh

[<syedfaragh@policybazaar.com>](mailto:syedfaragh@policybazaar.com)