

From: Vikrant sharma <vikrant@ascgroup.in>

Sent: 10 December 2025 03:43 PM

To: Vaishali Yadav <peopleculture@ascgroup.in>

Cc: mayank singhal <mayank.singhal@ascgroup.in>; Sampada Sharma <hrd@ascgroup.in>; Kritika Singh <kritika.singh@ascgroup.in>

Subject: RE: Resignation - due to personal reasons

Hi,

The last working day is 12.12.2025.



Vikrant Sharma

Environmental Compliance Team

 +91-9716966801 |  vikrant@ascgroup.in

 www.ascgroup.in

ASC Consulting Private Limited

C-100, Sector 2, Noida, U.P. – 201301, India

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Empowering Sustainable Compliance 

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From: Vaishali Yadav <peopleculture@ascgroup.in>

Sent: 10 December 2025 12:10

To: Vikrant sharma <vikrant@ascgroup.in>

Cc: mayank singhal <mayank.singhal@ascgroup.in>; Sampada Sharma <hrd@ascgroup.in>; Kritika Singh <kritika.singh@ascgroup.in>

Subject: RE: Resignation - due to personal reasons

Hello Vikrant,

Kindly mention the last working date for further process.

Thanks & Regards

Vaishali Yadav
AM – HR Operations
HR Department

C-100, Sec – 2, Noida, UP - 201301

M: +91 9990896539

peopleculture@ascgroup.in | www.ascgroup.in

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From: Vikrant sharma <vikrant@ascgroup.in>
Sent: 09 December 2025 06:38 PM
To: Kritika Singh <kritika.singh@ascgroup.in>
Cc: mayank singhal <mayank.singhal@ascgroup.in>; Sampada Sharma <hrd@ascgroup.in>; Vaishali Yadav <peopleculture@ascgroup.in>
Subject: RE: Resignation - due to personal reasons

Hi,

Your resignation has been accepted and please complete your handover process by Friday itself.



Vikrant Sharma

Environmental Compliance Team

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From: Kritika Singh <kritika.singh@ascgroup.in>

Sent: 09 December 2025 06:36 PM

To: Vikrant sharma <vikrant@ascgroup.in>

Cc: Vaishali Yadav <peopleculture@ascgroup.in>; mayank singhal <mayank.singhal@ascgroup.in>; Sampada Sharma <hrd@ascgroup.in>

Subject: Resignation - due to personal reasons

Dear Sir ,

I hope you are doing well . I am writing to formally resign from my position at ASC Group , due to some personal reasons and the need to return my hometown , I am unable to continue in my current role . This has been difficult decision , but the circumstances require my immediate attention .

I sincerely appreciate the opportunity to work with the organization and would like to thank you and the team for the support and guidance during my tenure. I will ensure a smooth handover of my responsibilities and assist in the transition process during my notice period .

Please let me know if any additional steps are required from my side .

Thank you once again for the opportunity .

With regards,



Kritika Singh

Consultant

Mobile: +91-7217717641

Email: kritika.singh@ascgroup.in

Website: www.ascgroup.in

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image003.png, Exit Interview Form (2).pdf, NOC (3.0).pdf

Kritika Singh <onlykritika2002@gmail.com>

To: Sampada Sharma <hrd@ascgroup.in>

Cc: <peopleculture@ascgroup.in>, Nikita Sharma <nikita.sharma@ascgroup.in>

Fri, 12 Dec 2025 at 5:15 PM