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## Fw: Resignation letter

2 messages

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**Singh, Udit (Global Shared Services)** <Udit.Singh1@in.britishcouncil.org>  
To: uditsingh887 <uditsingh887@gmail.com>

Tue, 9 Dec 2025 at 23:18

Sent from [Outlook for Android](#)

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**From:** Rao, A. Jai (Global Shared Services) <Jai.Rao@BritishCouncil.Org>  
**Sent:** Friday, December 5, 2025 12:58:43 PM  
**To:** Singh, Udit (Global Shared Services) <[Udit.Singh1@in.britishcouncil.org](mailto:Udit.Singh1@in.britishcouncil.org)>  
**Cc:** Tripathi, Shweta (Global Shared Services) <[Shweta.Tripathi@in.britishcouncil.org](mailto:Shweta.Tripathi@in.britishcouncil.org)>; Kaur, Satpal (Global Shared Services) <[Satpal.Kaur@britishcouncil.org](mailto:Satpal.Kaur@britishcouncil.org)>; Saxena, Shivani (Global Shared Services) <[Shivani.Saxena@in.britishcouncil.org](mailto:Shivani.Saxena@in.britishcouncil.org)>  
**Subject:** RE: Resignation letter

Dear Udit,

I am writing to formally acknowledge and accept your letter of resignation, received on 5<sup>th</sup> Dec '25. Your resignation has been approved and your last working day would be 3<sup>rd</sup> Jan '26.

Any outstanding amount will be adjusted in your FNF settlement. If you have any further questions, please do not hesitate to connect with me.

It has been a pleasure to work with you, and on behalf of our entire team, I would like to wish you the best in your future endeavours.

**Best Regards**

**Jai Rao**

**Coordinating Team Leader** – OSM CM HUB Noida India

Shared Services Centre | BC Management Services Pvt. Ltd. |

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**From:** Singh, Udit (Global Shared Services) <[Udit.Singh1@in.britishcouncil.org](mailto:Udit.Singh1@in.britishcouncil.org)>  
**Sent:** Friday, December 5, 2025 11:25 AM  
**To:** Rao, A. Jai (Global Shared Services) <Jai.Rao@BritishCouncil.Org>  
**Cc:** Tripathi, Shweta (Global Shared Services) <[Shweta.Tripathi@in.britishcouncil.org](mailto:Shweta.Tripathi@in.britishcouncil.org)>; Kaur, Satpal (Global Shared Services) <[Satpal.Kaur@britishcouncil.org](mailto:Satpal.Kaur@britishcouncil.org)>; Saxena, Shivani (Global Shared Services) <[Shivani.Saxena@in.britishcouncil.org](mailto:Shivani.Saxena@in.britishcouncil.org)>  
**Subject:** Resignation letter

Dear Jai,

I would like to resign from my position as Trainee Clerical Marker for British Council effective today i.e. 5th of December 2025.

Thank you for the opportunity that you have given for to work alongside you and our colleagues for the past 1.5 years. Working with British Council has taught me many valuable things that'll be helpful to me in future roles.

I have genuinely enjoyed my time with British Council, and I hope to take these valuable experiences with me in my future endeavours.

I will ensure smooth transition of my responsibilities before my departure.

Please provide all the salary slips of mine since date of joining till now and please share the experience letter at the earliest if possible. Thank you for your understanding.

Yours truly,

Udit Singh

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**Singh, Udit (Global Shared Services)** <Udit.Singh1@in.britishcouncil.org>  
To: uditsingh887 <uditsingh887@gmail.com>

Thu, 18 Dec 2025 at 13:38

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