



Subject: Request for Formal Approval of Resignation Mail for Background Verification

3 messages

Jeevan K <jeevankanuru@gmail.com>Fri, May 16, 2025 at 4:11 PM

To: Jeevan Kumar Kanuru <jeevankumar.kanuru@quixy.com>

Cc: Ramakrishna Peddoju <ramakrishna.peddoju@quixy.com>, Santosh Tarlapally <santosh.tarlapally@quixy.com>, HR <hr@quixy.com>

Dear HR / Santosh Sir / Ramakrishna Sir,

I hope this message finds you well.

As per our previous discussions and the completed formalities regarding my resignation, I would like to kindly request you to formally approve the same by replying to my resignation email dated March 25, 2025. As discussed, my last working day was agreed upon as April 11, 2025, and all knowledge transfer activities were completed accordingly.

My next organization is requesting a formal email confirmation as part of their background verification process. I would be grateful if you could reply to my resignation email with a brief note confirming the acceptance of my resignation and the mentioned last working date.

Your support in this matter would be greatly appreciated.

Warm regards,
Jeevan Kumar Kanuru
Email: jeevankumarkanuru@gmail.com
Phone: 9885930932

On Sun, Apr 6, 2025, 8:14 PM Jeevan Kumar Kanuru <jeevankumar.kanuru@quixy.com> wrote:

Dear Santosh,

As discussed earlier, I would like to formally request your support in approving my relieving from the organization.

I have already informed [@Ramakrishna Peddoju](#) regarding my personal situation—my mother has recently been affected by paralysis, and I need to be by her side to support her during this difficult time.

Despite the challenges, I am fully committed to ensuring a smooth transition. I will complete the entire knowledge transfer process by 14th April 2025. I am also willing to fulfill any formalities as discussed, with the hope of receiving a professional and respectful relieving.

I genuinely hope you understand the seriousness of my situation and support me in closing this chapter gracefully. Your help during this time would mean a lot to me and my family.

Looking forward to your positive response.

Warm regards,
Jeevan Kumar Kanuru
Email: jeevankumarkanuru@gmail.com
Phone: 9885930932

From: Jeevan Kumar Kanuru <jeevankumar.kanuru@quixy.com>
Sent: Tuesday, March 25, 2025 1:39:22 PM
To: Ramakrishna Peddoju <ramakrishna.peddoju@quixy.com>
Cc: Santosh Tarlapally <santosh.tarlapally@quixy.com>; HR <hr@quixy.com>; Jeevan K <jeevankanuru@gmail.com>
Subject: Resignation Notice

Dear Ramakrishna,

I hope you are doing well. I am writing to formally resign from my position at Quixy. I truly appreciate the opportunities and experiences I have gained during my time here, and I am grateful for your support and guidance.

To ensure a smooth transition, please let me know a suitable **last working day** when I can hand over all my dependencies and complete the necessary exit formalities. I am happy to cooperate to ensure a seamless knowledge transfer.

Thank you once again for your support. Please let me know the next steps at your convenience.

Thanks & Regards

Jeevan Kumar Kanuru

DevOps Engineer

Email: jeevankumar.kanuru@quixy.com |


Mobile: +91 9885930932





Quixy named in Gartner's "Voice of Customer" Report.


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6 attachments

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Santosh Tarlapally <santosh.tarlapally@quixy.com>

Fri, May 16, 2025 at 4:19 PM

To: Jeevan K <jeevankanuru@gmail.com>, Jeevan Kumar Kanuru <jeevankumar.kanuru@quixy.com>

Cc: Ramakrishna Peddoju <ramakrishna.peddoju@quixy.com>, HR <hr@quixy.com>

Approved

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From: Jeevan K <jeevankanuru@gmail.com>

Sent: Friday, May 16, 2025 4:11:31 PM

To: Jeevan Kumar Kanuru <jeevankumar.kanuru@quixy.com>

Cc: Ramakrishna Peddoju <ramakrishna.peddoju@quixy.com>; Santosh Tarlapally <santosh.tarlapally@quixy.com>; HR <hr@quixy.com>

Subject: Subject: Request for Formal Approval of Resignation Mail for Background Verification

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HR <hr@quixy.com>

Mon, May 19, 2025 at 1:08 PM

To: Jeevan K <jeevankanuru@gmail.com>, Jeevan Kumar Kanuru <jeevankumar.kanuru@quixy.com>

Cc: Ramakrishna Peddoju <ramakrishna.peddoju@quixy.com>, Santosh Tarlapally <santosh.tarlapally@quixy.com>, HR <hr@quixy.com>

Hi jeevan,

Your BGV has been already processed. You can check with your HR Department.

Regards

Ashok

From: Jeevan K <jeevankanuru@gmail.com>

Sent: 16 May 2025 16:12

To: Jeevan Kumar Kanuru <jeevankumar.kanuru@quixy.com>

Cc: Ramakrishna Peddoju <ramakrishna.peddoju@quixy.com>; Santosh Tarlapally <santosh.tarlapally@quixy.com>; HR <hr@quixy.com>

Subject: Subject: Request for Formal Approval of Resignation Mail for Background Verification

Dear HR / Santosh Sir / Ramakrishna Sir,

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