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**Re: Request for Immediate Resignation and Early Relieving – Senior Manager, Presales**

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**From** HR <hr@office24by7.com>  
**Date** Mon 12/22/2025 2:55 PM  
**To** Mohd Umair <umair.m@office24by7.com>  
**Cc** Naveen <naveen@office24by7.com>; Pavan.s <pavan.s@office24by7.com>

Dear Umair,

This is in response to your resignation letter dated **15-Dec-2025**. We acknowledge and accept your resignation.

Your last working day will be **15-Jan-2026**. We kindly request your cooperation in ensuring a smooth handover of your responsibilities, including providing proper knowledge transfer (KT) to your team members during this transition period.

Please try to avoid taking leave during the transition period, unless it is an emergency.

If you require any assistance or have further queries, please feel free to reach out.

Wishing you the best in your future endeavors.

**Thanks & Regards,**  
**Punna Swetha**  
**Human Resources**  
**Office24by7 Technologies Pvt.Ltd.**  
**Email: [hr@office24by7.com](mailto:hr@office24by7.com)**  
**Contact No: +91-9885280883**

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**From:** Mohd Umair <umair.m@office24by7.com>  
**Sent:** Monday, December 22, 2025 2:22 PM  
**To:** Pavan.s <pavan.s@office24by7.com>  
**Cc:** umairnostalgic@gmail.com <umairnostalgic@gmail.com>; Naveen <naveen@office24by7.com>; HR <hr@office24by7.com>  
**Subject:** Re: Request for Immediate Resignation and Early Relieving – Senior Manager, Presales

Dear Pavan,

Greetings!

As discussed, I had a conversation with the **ViH team on Saturday** regarding my resignation and the employment offer letter.

During the discussion, I clearly communicated that I have accepted an opportunity closer to my residence and, accordingly, will be transitioning from my current role. The ViH team acknowledged and accepted the rationale and has agreed to the **discontinuation of my role**.

I kindly request you to please share your **formal acceptance of my resignation**. Additionally, I would appreciate your confirmation on the following points, considering that I submitted my resignation on **15th December 2025**:

- **Last Working Day (LWD)**
- **Full & Final (FnF) settlement timelines**
- **Issuance of Experience and Relieving Letters**

My tentative date of joining the new organization is **5th January 2026**. Prior to this, I would be glad to ensure a **smooth handover of my responsibilities** to maintain continuity.

Thank you for your support and guidance. I look forward to your confirmation.

Warm regards,  
**Mohd Umair**

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**From:** Mohd Umair <umair.m@office24by7.com>  
**Sent:** Wednesday, December 17, 2025 4:14 PM  
**To:** Pavan.s <pavan.s@office24by7.com>  
**Cc:** umairnostalgic@gmail.com <umairnostalgic@gmail.com>; Naveen <naveen@office24by7.com>; HR <hr@office24by7.com>  
**Subject:** Re: Request for Immediate Resignation and Early Relieving – Senior Manager, Presales

Dear Pavan,

Can you please check and update on the acceptance, experience letter, relieving letter and last working date.

Thanks & Regards,  
Mohd Umair

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**From:** Mohd Umair  
**Sent:** Monday, December 15, 2025 6:46 PM  
**To:** Naveen <naveen@office24by7.com>; Pavan.s <pavan.s@office24by7.com>; HR <hr@office24by7.com>  
**Cc:** umairnostalgic@gmail.com <umairnostalgic@gmail.com>  
**Subject:** Request for Immediate Resignation and Early Relieving – Senior Manager, Presales

Dear Naveen Sir & HR Team,

I hope this message finds you well.

I am writing to formally submit my resignation from the position of **Senior Manager – Presales**, with a respectful request for **immediate relieving**.

Due to personal and professional considerations, I am seeking an early release so that I may explore and join new opportunities at the earliest. I sincerely request your kind understanding and support in waiving or reducing the notice period.

Additionally, I would like to formally inform you that I am **not accepting the employment offer from ViH Metaverse**, as the terms outlined do not align with my professional expectations at this stage.

I am grateful for the opportunities, guidance, and professional growth I have received during my tenure. Working with the leadership team and colleagues has been a valuable experience, and I truly appreciate the trust placed in me.

I assure you of my full cooperation in completing all handover activities, documentation, and knowledge transfer to ensure a smooth transition, even within a shorter timeframe.

Thank you for your understanding and consideration of my request. I would appreciate your approval for immediate relieving and confirmation of the same.

Warm regards,

**Mohd Umair**

Senior Manager – Presales