



Mukesh Mishra <mmishra708@gmail.com>

Resignation and Exit Formalities - Mr. Mukesh Mishra (Emp Code: 25270)

1 message

Amit G Gupta | HR <amitg.gupta@merillife.com>
To: mmishra708 <mmishra708@gmail.com>
Cc: Tarun Singh Rajpoot <tarun.rajpoot@merillife.com>

Tue, Apr 15, 2025 at 6:28 PM

Dear Mr. Mukesh Mishra,

With reference to your resignation dated on 1st April 2025, please find enclosed herewith the Clearance Certificate, Exit interview form and Assets transfer form.

You are requested to handover the complete charge of your work, company property and NOC from distributors to your immediate Reporting Manager and obtain clearance certificate from the respective departments as mentioned in the form on or before your last working date i.e 31st March 2025.

Please note that as per policy, confirmed employee has to serve 2 months notice period, failing which the same will be adjusted / deducted from his F & F working.

In case of any queries related to exit formalities, you may get in touch with me on 022-30732400.

Regards,
Amit Gupta
Human Capital and Administration
Mumbai Office: 601-613, 6th floor, Midas,
Sahar Plaza, J B Nagar, Andheri (East)-400059
(Off): 30732400 Ext: 419
Cell: 8424029050

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