



Arvind Sharma &lt;arvind.jjhs@gmail.com&gt;

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**Fwd: Re: Resignation and Exit Formalities - Mr. Arvind Rajendra Sharma (Emp Code: 25897)****Arvind Sharma** <arvind.jjhs@gmail.com>  
To: Sunil R A <sunil.ra@healthiummedtech.com>

15 May 2025 at 16:36

Dear Sunil ji,

Please find my resignation and acceptance letter trail mail for your reference.

**Regards**  
**Arvind Sharma**  
**Mob-9594181124**

----- Forwarded message -----

From: **Arvind Rajendra Sharma** <arvind.sharma1@merillife.com>  
Date: Thu, 15 May 2025, 2:51 pm  
Subject: Fwd: Re: Resignation and Exit Formalities - Mr. Arvind Rajendra Sharma (Emp Code: 25897)  
To: <[arvind.jjhs@gmail.com](mailto:arvind.jjhs@gmail.com)>

Relieving letter

Thanks & Regards  
Arvind Sharma  
ASM- Endo Surg.  
Mob-9594181101 / 9594181124

===== Forwarded Message =====

From : [arvind.sharma1@merillife.com](mailto:arvind.sharma1@merillife.com)  
To : [amitg.gupta@merillife.com](mailto:amitg.gupta@merillife.com)  
Cc : [arvind.jjhs@rediffmail.com](mailto:arvind.jjhs@rediffmail.com), [nitin.thakur@merillife.com](mailto:nitin.thakur@merillife.com), [shilpa.shetty@merillife.com](mailto:shilpa.shetty@merillife.com), [javedali.shaikh@merillife.com](mailto:javedali.shaikh@merillife.com)  
Date : Wed, 14 May 2025 11:59:58 +0530  
Subject : Re: Resignation and Exit Formalities - Mr. Arvind Rajendra Sharma (Emp Code: 25897)

===== Forwarded Message =====

Ok

I will submit company property tomorrow afternoon.

Thanks & Regards  
Arvind Sharma  
ASM- Endo Surg.  
Mob-9594181101 / 9594181124

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---- On Mon, 12 May 2025 18:13:45 +0530 [amitg.gupta@merillife.com](mailto:amitg.gupta@merillife.com) wrote ----

Dear Mr. Arvind Sharma,

With reference to your resignation dated on 4th 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 14th May 2025.

Please note that as per policy, you have to serve 7 days notice period, failing which the same will be adjusted / deducted from her 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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