

Krishna Chaitanya

From: sayanbasak@jajoosurgical.com
Sent: 12 August 2025 14:06
To: Krishna Chaitanya
Cc: Tapash Da Jpg
Subject: Fwd: RE: Resignation letter - Sayan Basak

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Dear sir, please find the resignation acceptance mail .

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

From: hr1 <hr1@jajoosurgical.com>
Date: 12 Aug 2025 12:39 pm
Subject: RE: Resignation letter - Sayan Basak
To: sayanbasak@jajoosurgical.com
Cc: info@jajoosurgical.com, 'Vishnu Jajoo'
<vishnujajoo@jajoosurgical.com>,<prasenjitdutta@jajoosurgical.com>

Dear Sayan Basak,

Your resignation letter has been accepted on 12.08.2025. As per your appointment letter, your notice period is one month, which would make your last working day 11.09.2025. However, based on your resignation, it is understood that you are not interested in serving the notice period. Therefore, you are being relieved from your duties with immediate effect, and your last working day was considered as 08.08.2025. So, please you should submit all the NOC and also complete the handover formalities and submit items belonging to the organization for your F&F settlement process. As per company norms we will complete your F&F process according to your terms of employment.

Thanks & Regards,

Jyotsana Patel

(HR)

Mob No. 9109173530

Jajoo Surgicals Pvt Ltd

Head Office: 82B-83C ,Industrial Area No. I, Amona,, A.B Road, Dewas, Madhya Pradesh - 455001 India.

Telefax: +91 7272 2670022 **Email:** hr1@jajoosurgical.com

Jajoo Surgicals Factory: 61A/62, Industrial Area No 3, A.B Road, Dewas, Madhya Pradesh - 455001, India.

Website: <http://jajoosurgical.com/>

From: sayanbasak@jajoosurgical.com <sayanbasak@jajoosurgical.com>

Sent: 09 August 2025 11:39 AM

To: hr1@jajoosurgical.com

Cc: info@jajoosurgical.com; prasenjitdutta@jajoosurgical.com

Subject: Resignation letter

Please accept this letter as formal notification that I am resigning from my position as(BDM)at JAJOO SURGICALS. My last day of employment is 8th August,2025

Thank you for the opportunity to have worked at JAJOO SURGICALS LTD.for the past 11 months. I have learned a great deal and appreciate the experiences I have gained during my time here.

Thank you

Sayan Basak