



Outlook

Re: Resignation and Request for Early Release

From Sinha,Amit,IN-Kolkata,Business Partnering <Amit.Sinha@in.nestle.com>

Date Tue 29-07-2025 00:39

To Kundu,Baishakhi,IN-Kolkata,Medical Delegates <Baishakhi.Kundu@in.nestle.com>; Kumar,Sucharita,IN-Kolkata,HR Services <Sucharita.Kumar@in.nestle.com>; Bhattacharyya,Saikat,IN-Kolkata,HR Services <Saikat.Bhattacharyya1@in.nestle.com>

Cc Halder,Arnab,IN-Kolkata,Medical Delegates <Arnab.Halder@IN.nestle.com>; Thakur,Eric,IN-Kolkata,Medical Delegates <Eric.Thakur@in.nestle.com>

Dear Baishakhi,

Your resignation has been accepted. Though such a short notice period is not professional. Your last date would be 31st July but understanding your need we are going ahead.

Pls note that there would be a notice period recovery as per your resignation date and company policy.

Saikat will get in touch with you to regarding any dues.

Thanks and Regards

Amit Sinha

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From: Kundu,Baishakhi,IN-Kolkata,Medical Delegates <Baishakhi.Kundu@in.nestle.com>

Sent: Monday, July 28, 2025 11:39:10 pm

To: Sinha,Amit,IN-Kolkata,Business Partnering <Amit.Sinha@in.nestle.com>; Kumar,Sucharita,IN-Kolkata,HR Services <Sucharita.Kumar@in.nestle.com>; Bhattacharyya,Saikat,IN-Kolkata,HR Services <Saikat.Bhattacharyya1@in.nestle.com>

Cc: Halder,Arnab,IN-Kolkata,Medical Delegates <Arnab.Halder@IN.nestle.com>; Thakur,Eric,IN-Kolkata,Medical Delegates <Eric.Thakur@in.nestle.com>

Subject: Fw: Resignation and Request for Early Release

Hello HR

Greetings

I hope you are doing well as I write this.

I am writing in response to our earlier conversation (on 25th July 2025 at branch office) about a potential retention strategy, in which it was indicated that I will receive information for further discussion on the same. I am going forward with my resignation as originally discussed because I haven't heard anything further about this. My line manager has also instructed me to complete all the submissions. As stated in my earlier correspondence, I shall therefore regard 31st July 2025, as my last day of employment.

I would want to take this opportunity to thank the organisation, for all of the chances and support that I received throughout my tenure there. Again, I appreciate your understanding and cooperation.

Regards
Baishakhi Kundu
7980130551
baishakhi93kundu@gmail.com

From: Kundu,Baishakhi,IN-Kolkata,Medical Delegates
Sent: 23 July 2025 13:49
To: Sinha,Amit,IN-Kolkata,Business Partnering <Amit.Sinha@in.nestle.com>
Cc: Halder,Arnab,IN-Kolkata,Medical Delegates <Arnab.Halder@IN.nestle.com>; Thakur,Eric,IN-Kolkata,Medical Delegates <Eric.Thakur@in.nestle.com>
Subject: Resignation and Request for Early Release

Hello Mr. Amit,

I hope you are doing well. I am writing to formally resign from my position at Nestle, with my last working day as per the notice period being 23rd Oct 2025.

However, I have decided to pursue higher studies and will be appearing for an important entrance examination that requires dedicated preparation in the coming weeks. In light of this, I kindly request an early release, with my last working day being 31st July 2025, if possible.

This decision has not been easy, as I have greatly valued my time at Nestle. I am sincerely thankful for the opportunities and support I have received, and I truly appreciate the learning and experiences gained here.

I will do my best to ensure a smooth transition by completing any pending tasks and assisting in the handover process before my departure.

Thank you for your understanding and support. I would be happy to discuss this further at your convenience.

Warm regards,
Baishakhi Kundu
Emp ID 10977283
7980130551