



Resignation Letter

2 messages

RINKAL YADAV <rinkal.yadav@polymedicure.com>

Thu, 14 Aug, 2025 at 5:17 pm

To: Shailendra Shukla <Shailendra.shukla@polymedicure.com>

Cc: Sunny Bisht <sunny.bisht@polymedicure.com>, yadavrinkal95@gmail.com <yadavrinkal95@gmail.com>

Dear Sir,

This is to be informed you of my resignation from my work as ABM (Emp Code- B001389) at Agra H.Q.

I am resigning due to my personal reasons and I will serve my notice period from 14th August 2025 and my last day of work will be 14th September 2025, So, Please accept this letter as my resignation and relieve me from all my duties and release all my pending expenses and settlements after serving my notice period.

Working at PolyMedicure Ltd has been an excellent experience for me that I'll never forget. I will always appreciate all of the valuable experience that I have earned in my time at PolyMedicure Ltd.

My personal Email Id- yadavrinkal95@gmail.com

Thanks & Regards,

Rinkal Yadav (ABM)

H.Q. - Agra

- 9695084346



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RINKAL YADAV <rinkal.yadav@polymedicure.com>
To: yadavrinkal95@gmail.com <yadavrinkal95@gmail.com>

Fri, 12 Sept, 2025 at 12:12 pm

Thanks & Regards,

Rinkal Yadav (ABM)
H.Q. - Agra
- 9695084346



From: Shailendra Shukla <Shailendra.shukla@polymedicure.com>

Sent: Thursday, September 11, 2025 8:29:22 PM

To: RINKAL YADAV <rinkal.yadav@polymedicure.com>

Cc: Sunny Bisht <sunny.bisht@polymedicure.com>; RINKAL YADAV <rinkal.yadav@polymedicure.com>; Arun Sondhi <arun.sondhi@polymedicure.com>

Subject: Re: Resignation Letter

Dear Rinkal,

We accept your decision to resign from your position as Area Business Manager. We respect your decision and wish you success in your future endeavours.

Placing your notice period, your last working day with Polymed is 13th September 2025.

Kindly ensure you handover the company assets to the ABM (Mr. Ashish Srivastava) & submit the No due Certificate (NDC) on your last working day.

Your full & final settlement (F&F) will be done as per company norms.

Once again, we thank you for your hard work & dedication during your time here. Wishing you all the very best for the next chapter of your career.

Thanks & Regards,

Shaileendra Nath Shukla
Senior Regional Business Manager
M: +91- 8279669578
E-mail- Shaileendra.shukla@polymedicure.com
Poly Medicure Limited, 232B, 1st Floor Okhla Industrial Estate, Phase- 3, New Delhi- 110020

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From: RINKAL YADAV <rinkal.yadav@polymedicure.com>

Sent: Thursday, August 14, 2025 5:17:13 PM

To: Shailendra Shukla <Shailendra.shukla@polymedicure.com>

Cc: Sunny Bisht <sunny.bisht@polymedicure.com>; yadavrinkal95@gmail.com

Subject: Resignation Letter

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