

From: Sivabalan E <sivabalan@avanamedical.com>
Sent: Friday, May 2, 2025 8:15:19 PM
To: Srinivasaraja <srinivasaraja@avanamedical.com>
Cc: Praveen Raghavendra.S <praveen@avanamedical.com>; HR <hr@avanamedical.com>
Subject: RE: Job resignation letter

Dear sir ,

Greetings today

I am writing to formally job resign from the position as Territory sales manager at Avana Medical Devices. So, I request that you to approve my last working day on 30/05/2025 (30th May)

This decision was not easy and took careful consideration. How ever I believe it is the right step to for my personal and professional growth. I want to express my sincere gratitude for the opportunity and support provided to me during my time here. I've truly valued working with such a talented team. During the remainder of my time , I will do my best to smooth transition. I am happy to assist in training my replacement and wrapping up any outstanding responsibilities.

Thank you once again for the opportunity to be part of Avana medical devices. I hope to stay in touch and wish you the company continued success in the future.

Thanks,

Sivabalan E

Territory Sales Manager – Dex & Bio



AVANA Medical Devices Pvt Ltd, [No.91, Sundar Nagar 4th Avenue, Nandambakkam, Chennai – 600 032, India.](http://No.91,Sundar Nagar 4th Avenue, Nandambakkam, Chennai – 600 032, India)

Ph : +91 44 2233 1061 / 1062 / 1063 | Website : www.avanamedical.com

Mobile : +91 9629676328

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From: Srinivasaraja <srinivasaraja@avanamedical.com>

Sent: Friday, May 2, 2025 11:05:52 pm

To: Sivabalan E <sivabalan@avanamedical.com>

Cc: Praveen Raghavendra.S <praveen@avanamedical.com>; HR <hr@avanamedical.com>

Subject: Re: Job resignation letter

Hi Sivabalan,

This is to acknowledge and accept your resignation dated 2nd May 2025. As per the company's HR policy you are required to serve a notice period of one month and your final working day will be 2nd June 2025.

Kindly ensure a proper handover of companies belonging and duties before your departure.

We thank you for your contribution and wish you success in your future career.

Thanks and Regards,

S. Srinivasaraja

State Manager - Dex and Bio

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