

**From:** Sivabalan E <[sivabalan@avanamedical.com](mailto:sivabalan@avanamedical.com)>

**Sent:** Friday, May 2, 2025 8:15:19 PM

**To:** Srinivasaraja <[srinivasaraja@avanamedical.com](mailto:srinivasaraja@avanamedical.com)>

**Cc:** Praveen Raghavendra.S <[praveen@avanamedical.com](mailto:praveen@avanamedical.com)>; HR <[hr@avanamedical.com](mailto: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 4<sup>th</sup>](#) Avenue, Nandambakkam, Chennai – 600 032, India.

Ph : +91 44 2233 1061 / 1062 / 1063 | Website : [www.avanamedical.com](http://www.avanamedical.com)

**Mobile : +91 9629676328**

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**From:** Srinivasaraja <[srinivasaraja@avanamedical.com](mailto:srinivasaraja@avanamedical.com)>  
**Sent:** Friday, May 2, 2025 11:05:52 pm  
**To:** Sivabalan E <[sivabalan@avanamedical.com](mailto:sivabalan@avanamedical.com)>  
**Cc:** Praveen Raghavendra.S <[praveen@avanamedical.com](mailto:praveen@avanamedical.com)>; HR <[hr@avanamedical.com](mailto: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**  
**9994333312**

