



Reeju panampoyil <reejuvelayudhan@gmail.com>

Jolly well acceptance of your Resignation - Reeju P - SM - Cochin

2 messages

HR LYCEUM <hr@lyceumworld.com>

Mon, Nov 17, 2025 at 12:35 PM

To: Reeju P <reeju.p@lyceumworld.com>, "reejuvelayudhan@gmail.com" <reejuvelayudhan@gmail.com>

Cc: Office of CEO <officeofceo@lyceumworld.com>, Office Of MD <officeofmd@lyceumworld.com>, Laltu Adhikari <laltu.adhikari@lyceumworld.com>, Sudip Banerjee <sudip.banerjee@lyceumworld.com>, Account LYCEUM <accounts@lyceumworld.com>, Gourav Kumar <gourav@lyceumworld.com>

Dear Mr. Reeju,

As per below mail your resignation letter has been jolly well accepted with immediate effect.

You are requested to handover all companies' belongings to **H.O. Ahmedabad, Gujarat**, also submit NOC from all your stockists within 10 days for your full & final clearance and to obtain your no obligation certificate from Lyceum.

We are also enclosing Exit interview form and Application for Full and Final Settlement of your account.

Thanks & Regards,

HR Department

**Lyceum Life Sciences Pvt Ltd****C-1103 & C-1104, Swati Trinity,****Nr. Applewood Township, S.P. Ring Road,****Shela, Ahmedabad-380057.****Gujarat, INDIA.**

On Mon, Nov 17, 2025 at 5:30 AM Reeju P <reeju.p@lyceumworld.com> wrote:

Dear Sir

This is one of the hardest emails I've had to write. After careful consideration and with mixed emotions, I would like to tender my resignation from my position as Sales Manager at Lyceum Life Sciences Pvt. Ltd. My last working day will be 30/11/2025.

Working here has meant a lot to me. I have learned, grown, and found support, encouragement, and trust that I will

always be grateful for. The memories, the team spirit, and the guidance I received from you have genuinely shaped my professional journey.

Please know that this decision wasn't easy. I deeply value the time I spent here and the people who made every day meaningful.

I will ensure a smooth transition and complete all handover responsibilities.
Thank you once again for everything — the opportunities, the faith, and the kindness.

Warm regards,

Reeju Panampoyil
Sales Manager-Cochin
Lyceum Life Sciences Pvt Ltd
Mob: +919895765085
Email: reeju.p@lyceumworld.com

2 attachments

 **Exit Interview Form.doc**
33K

 **APPLICATION FOR FULL AND FINAL SETTLEMENT.PDF**
258K

Reeju P <reeju.p@lyceumworld.com>
To: "reejuvelayudhan@gmail.com" <reejuvelayudhan@gmail.com>

Mon, Nov 17, 2025 at 12:44 PM

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From: HR LYCEUM <hr@lyceumworld.com>
Sent: Monday, November 17, 2025 12:36:11 pm
To: Reeju P <reeju.p@lyceumworld.com>; reejuvelayudhan@gmail.com <reejuvelayudhan@gmail.com>
Cc: Office of CEO <officeofceo@lyceumworld.com>; Office Of MD <officeofmd@lyceumworld.com>; Laltu Adhikari <laltu.adhikari@lyceumworld.com>; Sudip Banerjee <sudip.banerjee@lyceumworld.com>; Account LYCEUM <accounts@lyceumworld.com>; Gourav Kumar <gourav@lyceumworld.com>
Subject: Jolly well acceptance of your Resignation - Reeju P - SM - Cochin

[Quoted text hidden]

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