

**Resignation Notice: Aditya Indurkar (BIOTEKHR04702025)**

2 messages

**Aditya Indurkar** <aditya.indurkar@biotekortho.com>

Fri, 19 Dec at 1:46 PM

To: Rakesh Mattoo &lt;rakesh@biotekortho.com&gt;

Cc: Adityaindurkar10@gmail.com &lt;adityaindurkar10@gmail.com&gt;

Dear Sir,

I hope you are doing well. I would like to formally resign from my position as 'Portfolio Manager - I&R' at Biotek Ortho, with my last working date being 2nd January 2026.

I am truly grateful for the trust, support, and opportunities I have received here. Over the past few months, I have taken time to reflect on my professional goals and the direction I want to grow in. After careful thought, I believe this is the right time for me to explore a new challenge that aligns with the next phase of my career.

This decision comes with great respect for the organisation and the work being done. I value everything I have learned during my time here and appreciate the experiences that have contributed to my growth.

I will ensure a smooth and complete transition and remain available to support in any way needed during the handover.

Thank you once again for the opportunity, and I wish the organisation continued success.

**Thanks & Regards,****Aditya Indurkar**

Portfolio Manager - Imaging &amp; Resection - India &amp; SAARC



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Aditya.indurkar@biotekortho.com

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**Rakesh Mattoo** <rakesh@biotekortho.com>

Fri, 19 Dec at 5:00 PM

To: Aditya Indurkar <aditya.indurkar@biotekortho.com>

Cc: Adityaindurkar10@gmail.com <adityaindurkar10@gmail.com>, Vikash Koshti <hr3@biotekortho.com>, Raju Patel <raju@biotekortho.com>, Shweta Patel <shweta@biotekortho.com>

Hi Aditya,

Thank you for sharing your decision to resign from your position, while we are sorry to see you leave, we accept your resignation and appreciate the contributions you have made during your very short tenure with Biotek. Your last working day will be 2<sup>nd</sup> January, 2026, to ensure a smooth transition, we will work together on handing over your responsibilities and projects over the coming days.

As part of the offboarding process, we would like to remind you of your ongoing obligations regarding the company's confidential information and intellectual property. As outlined in your employment agreement and company policies, all proprietary information, trade secrets, documents, data, and materials, whether in physical or digital form, remain the sole property of Biotek and must not be retained, shared, or used for personal or external purposes after your departure.

Our HR team will contact you shortly to guide you through the exit formalities, including the return of company assets and the final settlement process.

We genuinely wish you all the best in your future career. Should you need any support during this transition, please do not hesitate to reach out.

Thank you again for your work here, and we hope to stay in touch.

Best regards,

Rakesh

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