



Outlook

RE: Formal Resignation from the Position of Surveyor (EMP ID - 3776645)

From Gunjan Bhatt <gunjan.bhatt@resonia.in>

Date Wed 1/21/2026 6:18 PM

To Arnab Chatterjee <arnab.chatterjee@resonia.in>

Cc Biswajit Pany <biswajit.pany1@resonia.com>; arnab807@gmail.com <arnab807@gmail.com>; kritika.agarwal@team-lease.co.in <kritika.agarwal@team-lease.co.in>; Partha Saikia <partha.saikia1@resonia.com>; Swapan Kumar Mandal <swapankumar.mandal@resonia.com>

Dear Arnab,

We acknowledge your resignation email.

As per your appointment letter and HR policy you must serve the 30 days' notice period from the date of resignation. If you do not serve the notice period then there will be a recovery against notice period shortfall and accordingly your F&F will be processed basis the handover and clearances from your Project/function, IT and Admin.

@Partha Saikia,

We have updated the records, and salary will be on hold as per policy.

Do let us know once handover and other formalities completed at your end. We will initiate the exit process accordingly.

Note: Clearances Required for F&F:-

1. From Admin for Access Card
2. From IT department for Laptop and other assets allocated (if Any)
3. From Reporting Manager for Data and documents handover

Please ensure to confirm the same on or before last working day.

Regards,
Gunjan Bhatt
HR-Resonia

