



Fw: Resignation and notice period request

From Gaurav Gund <gaurav.gund@kohinoorpune.com>
Date Mon 9/22/2025 11:52 AM
To Dundappa Sankpal <dundappa.sankpal@kohinoorpune.com>

Dear Sir,

PFA



From: Kaajal Shah <kaajal.shah@kohinoorpune.com>
Sent: Monday, September 15, 2025 7:14 PM
To: Gaurav Gund <gaurav.gund@kohinoorpune.com>
Cc: Prajakta Kulkarni <prajakta.kulkarni@kohinoorpune.com>; Rahul Singh Bishnoi <rahul.bishnoi@kohinoorpune.com>; Pratik Ghogale <pratik.ghogale@kohinoorpune.com>
Subject: Re: Resignation and notice period request

Dear Gaurav,

As discussed you will be relieved on the 17th of September 2025.

Warm Regards
 Kaajal



From: Kaajal Shah <kaajal.shah@kohinoorpune.com>
Date: Saturday, 16 August 2025 at 6:31 PM
To: Gaurav Gund <gaurav.gund@kohinoorpune.com>

Cc: Prajakta Kulkarni <prajakta.kulkarni@kohinoorpune.com>, Rahul Singh Bishnoi <rahul.bishnoi@kohinoorpune.com>, Pratik Ghogale <pratik.ghogale@kohinoorpune.com>

Subject: Re: Resignation and notice period request

Gaurav, your notice period will be decided by me post a face to face discussion. You have many open tasks which need to be completed properly.

Warm Regards
Kaajal



From: Gaurav Gund <gaurav.gund@kohinoorpune.com>

Date: Saturday, 16 August 2025 at 6:15 PM

To: Kaajal Shah <kaajal.shah@kohinoorpune.com>

Cc: Prajakta Kulkarni <prajakta.kulkarni@kohinoorpune.com>, Rahul Singh Bishnoi <rahul.bishnoi@kohinoorpune.com>

Subject: Resignation and notice period request

Dear Kaajal Ma'am,

I hope this message finds you well.

I am writing to formally resign from my position as Marketing Executive at Kohinoor Group, Pune, effective 15 days from today, with my last working day being 31st August 2025.

This decision has not been easy, and I am truly grateful for the opportunities and experiences I've had during my time with the company. I have learned a great deal and worked with some incredible colleagues, for which I will always be thankful.

I kindly request your support in allowing my notice period to be limited to 15 days. I will ensure that all my responsibilities are completed or handed over properly during this time.

Please let me know how I can assist in the transition process.

Thank you once again for the opportunity and guidance.

Sincerely,

