

Date - 26/11/2025

Resignation Letter

Dear sir,
Mr.Aasim sir
Project Manager
Aishwaryam Insignia

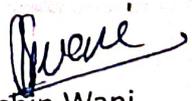
Please accept this letter as formal notification that I am resigning from my position as Senior Engineer from Aishwaryam Group (Insignia Site). My last day of employment will be 25/12/2025.

I would like to express my sincere gratitude for the opportunity to work at Aishwaryam Group from the past 3 years & 7 Months. I have valued the experience gained, especially working on various projects within my service period. I am grateful for the support and guidance I've received from you and the team.

To ensure a smooth transition, I am committed to completing all my current tasks and I am willing to assist in training my replacement during my remaining time here. Please let me know how I can best help during this period.

Thank you again for the opportunity.

Yours Sincerely,


Mr. Sachin Wani

Accepted.


15/12/2025



Charge Handing Over Note

Purpose: All employees are required to fill the below form during their long-planned leave and in case of Resignation or Transfer to ensure the smooth running of operations in their department during their absence from duty.

From

To

Name : Mr. Sachin D. Wani
Designation : Senior Engineer.

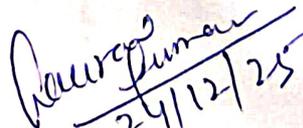
Name : Gaurav Kumar.
Designation : Site Engineer

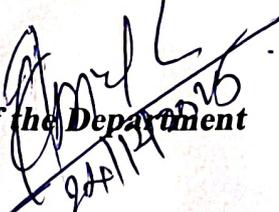
A) Details of Responsibilities Handed Over

1. As per sheet attached behind.
2. A & B building RCC work
3. _____
4. _____
5. _____

Certified that I have fully understood the job assignments/processes and have taken over all the relevant documents / files / source codes, etc from Mr./Ms. Sachin D. Wani and am in a position to handle above assignments without any assistance.


24/12/25
Signature (Handed over by)


24/12/25
Signature (Taken over by)


24/12/25
Head of the Department

HR Head

Authorized Signatory



AISHWARYAM

— BY ESSEN —

PROSPERITY BEGINS HERE

B) Details of Responsibilities Handed Over

5. A & B building Handover (soft & Hard copy)
Drawing
6. A & B building consultant reports
7. A & B building work status physically visit
8. A & B building highrise status (PR given & budget)
9. All required contact No. related to RCE & other work
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Date: 25th December 2025.

TO WHOM-SO-EVER IT MAY CONCERN

It is to certify that **Mr. Sachin Wani** has been serving in the organization since **08th April 2022** to **25th December 2025** as **Senior Engineer**.

During this tenure of his work **Mr. Sachin** remained involved in his work dedicated. We found him pretty active in whatever task we have provided him. He is a confident person. He is professionally sound, hard-working and a devoted staff. He has the motivation to take initiative tasks and we are gratified that he had been helpful in the advancement of our organization.

Moreover, I would like to reflect over his conduct during his stay with us. During his service he has been found sincere, reliable, trustworthy, sociable, pleasant and open to challenges. He has a genial temperament and can efficiently work in a team. All of our staff members are pleased with him and feels comfortable in teaming and coordinating with him for the realization of organizational goals and objectives.

We wish him all the best in his future endeavor.

Poonam Patel
Head - Human Resource Department
Aishwaryam Group.



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