



Marketing Elexes &lt;marketing@elexes.com&gt;

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## Resignation Notice

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HR Elexes &lt;hr@elexes.com&gt;

Tue, Apr 28, 2026 at 2:52 PM

To: Marketing Elexes &lt;marketing@elexes.com&gt;

Cc: Elexes Medical Consulting &lt;contact@elexes.com&gt;, Sruthi Raj &lt;shruti@elexes.com&gt;

Dear Christy,

I hope this email finds you well.

Your resignation has been accepted. As per policy your last working day will be **24th of June 2026** upon successful completion and verification of KT.

During the notice period, please to adhere to the following policies:

- Leaves will not be permitted during this period.
- All leaves will be considered LOP during notice period
- The company places significant importance on enforcing the leave policy.
- Solicitation of fellow employees is not allowed during this period.
- All other company policies must be followed diligently.
- Bonuses will not be applicable during the notice period.
- If you possess a company laptop, mouse, or phone, please return them by the end of the work week.
- Any company furniture in your possession will be adjusted accordingly in the subsequent notice month.
- Failure to comply with the above-mentioned policies may result in the withholding of salary and experience letters, and the company may choose not to provide verification in the future.

Thank you once again for your invaluable contributions to the team.

We wish you all the best in your future career and personal life and look forward to hearing about your continued success.

Regards,

**SUCHITHRA SUDHAKARAN****Assistant Manager - HR & Ops****Elexes Medical Consulting**

7899544400 | Wyoming, USA | Bengaluru, IN

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