



Priti Shelke <shelkepriti26@gmail.com>

Resignation - priti shelke

HR-Sumeruinfotech <hr@sumeruinfotech.com>

Wed, Feb 25, 2026 at 10:11 AM

To: Priti Shelke <shelkepriti26@gmail.com>

Cc: projectmanager@sumeruinfotech.com, director@sumeruinfotech.com, info@sumeruinfotech.com

Priti Shelke ,

Software Programmer.

Dear Priti,

This is to formally confirm that you have been relieved from your services with **Sumeru Infotech Pune** effective from *25 February 2026*, as per the completion of your notice period and the approval from the concerned department.

We appreciate the contributions you have made during your tenure with us from *17 June 2024* to *25 February 2025* in the role of *Software Programmer*. We wish you all the best for your future career endeavors. We will proceed with the issuance of your Relieving Letter and Experience Letter within the standard processing timeline (45 Days from Date of Relieving).

You are required to complete all exit formalities, including handing over company assets, documentation, and knowledge transfer, if any, before the release of your final settlement and service documents.

Should you require any further assistance, feel free to connect with the HR department at hr@sumeruinfotech.com .

Thank you once again for your service with us.

Thanks & Regards

Snehal Chavan

HR Manager

SUMERU INFOTECH PUNE

A2, 601, Omkar Nandan Deccan Pavilion, Navale
Bridge, next to Hotel, Jadhav Nagar, Vadgaon Budruk,
Pune- 41, Maharashtra.

hr@sumeruinfotech.com | +91 9022226976 |
www.sumeruinfotech.com

From: Priti Shelke [mailto:shelkepriti26@gmail.com]

Sent: 25 February 2026 15:28

To: hr@sumeruinfotech.com

Cc: projectmanager@sumeruinfotech.com; director@sumeruinfotech.com; info@sumeruinfotech.com

Subject: Resignation - priti shelke

Respected HR Manager,

I hope this message finds you well.

This is to formally confirm my resignation from Sumeru Infotech Pune, with 25 February 2026 as my Last Working Day, as per the discussion and company policy.

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