



Completion of Notice Period and Handover Process

1 message

hr digiquest <hrdigiquest@gmail.com>
To: Apoorv Upadhyay <apoorva.upadhyay99@gmail.com>
Cc: Digiquest Consultancy Services Pvt.Ltd. Dcs <tech.in.dcs@gmail.com>

Sat, 29 Mar, 2025 at 1:28 pm

Dear Apurve,

We acknowledge your resignation letter submitted earlier. However, as per the company's policy, it is mandatory for all employees to serve a notice period of three months post-resignation. It has come to our attention that you attended the office for two days following your resignation but have been absent without any formal communication since then.

We would like to remind you that upon joining the company, you signed a 2-year bond and were made fully aware of the company's rules and regulations. Your recent actions have not aligned with the established policies. Failure to adhere to the notice period and complete the necessary handover process may lead to consequences, including the withholding of your experience letter.

To ensure a smooth transition and maintain compliance with our company regulations, we request you to report to the office and fulfill your responsibilities.

Your cooperation in this matter is essential.

For any clarification, feel free to reach out.

Best regards,

Ritu Singh
HR
Digiquest Consultancy Services Pvt. Ltd.