Dear Jane,

I hope you are doing well.

I refer to my resignation submitted on **13 August 2025** and my subsequent emails dated **18 August and 20 August 2025**. As of today, I have not received the **Mutual Non‑Disclosure Agreement** you referenced in your email of 20 August, particularly the clause you believe mandates a two‑month notice period. Without this documentation, I am unable to verify any change to the one‑month notice period stated in my signed offer letter dated 20 June 2022.

I remain firm on serving a **one‑month notice period**, with my last working day being **12 September 2025**, and am committed to fulfilling all deliverables, conducting a complete handover, and complying fully with my confidentiality obligations.

That said, in the spirit of goodwill and ensuring the company’s needs are met, I am open to exploring alternative arrangements — such as:

* Compensation in lieu of the remaining notice period
* Accelerated handover and early completion of deliverables
* Limited remote transition support after my exit
* Mentoring or training a replacement during my notice period

I also note that my earlier messages sent from my personal email address, including a copy of my initial resignation, have not received a reply. To ensure uninterrupted communication and complete records, I kindly request that all future correspondence regarding my resignation and exit formalities be copied to **dipak55685@gmail.com** in addition to my official address.

I would appreciate receiving by **28 August 2025**:

* My signed copy of the NDA or HR Manual clause referencing a two‑month notice period
* Written confirmation of my last working day as 12 September 2025
* Details of any remaining formalities from my side
* Assurance that my relieving and experience letters will be issued on or before my final day

I value my time at I‑Serve and hope we can conclude this transition on mutually respectful and professional terms.