

PUNEET GAUTAM  
5-D-18 Mahaveer Nagar Ext.  
Kota Rajasthan - 324009  
7014377316  
Pgpuneet2001@gmail.com

18<sup>th</sup> November 2022

Ranjeet Thakur Sir  
Shriram Life Insurance Company  
Vigyan Nagar Kota Rajasthan-324005

Dear Sir,

I regret to inform you that I will be leaving Shriram Co. in two weeks Due to unforeseen personal issues, I am unable to continue to carry out the responsibilities as a sales executive and I feel it is in the company's best interest that I vacate the position.

This was not an easy decision and I do hope that my departure will not cause you or company any hardship or inconvenience. Please feel free to reach out to me or do anything else to make the transition as smooth as possible for everyone.

Thank you for the opportunity to contribute to your team and for your understanding. I've enjoyed working for Shriram company and I cherish my time here. I hope that we will be able to stay in touch. I look forward to seeing how Shriram company grows in the future.

Sincerely,

Puneet Gautam