

## RE: Resignation Letter

HR <hr@vinsinfo.com>

Mon 11/27/2023 12:37 PM

To: Victorgnanaraj Ganesan <victorgnanaraj.g@vinsinfo.com>

Cc: Rahmathullah P <rahmathullah.p@vinsinfo.com>; Bhuvaneswari D <bhuvaneswari.d@vinsinfo.com>; Baskar Arumugam <baskar.a@vinsinfo.com>; Ranjith Ramamoorthy <ranjith.r@vinsinfo.com>; Nandakumar Murugesan <nandakumar.m@vinsinfo.com>

Dear Victorgnanaraj Ganesan,

With reference to your resignation in 6-Nov-23, wish to state that you will be relieved of your services with effect from 25-Jan-24 after office hours.

Please handover the following

- Laptop in working condition.
- Dongle if applicable.
- ID card.
- Any other office assets.

You can hand it over in person on 25-Jan-24. On receipt of the above, you will be provided with the necessary documents.

Kindly remember that you should not reveal the client names, project names, access details and architectures which you have worked with the prospective employers. This is as per the indemnity bond signed with the client. However, you can share the technical details you have worked with.

Thanks in advance and All the Best in your future endeavors.

**Note:** The Files/Code/samples created for existing projects/prospective projects should not be deleted from laptop/desktop/servers even if it is not used in the projects.

Since the KT process requires close interaction with other team members, you are expected to work from the office during your notice period.

Regards,  
HR Team



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Vinsinfo Private Limited | [[www.vinsinfo.com](http://www.vinsinfo.com)][www.vinsinfo.com](http://www.vinsinfo.com)  
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**From:** Victorgnanaraj Ganesan <victorgnanaraj.g@vinsinfo.com>  
**Sent:** Monday, November 6, 2023 9:38 AM  
**To:** HR <hr@vinsinfo.com>  
**Cc:** Bhuvaneswari D <bhuvaneswari.d@vinsinfo.com>; Rahmathullah P <rahmathullah.p@vinsinfo.com>  
**Subject:** Resignation Letter

Dear Sir/Madam,

I would like to express my gratitude for the opportunity and support I have received during my tenure at Vinsinfo Private Limited over the past three years.

It is with mixed feelings that I write to inform you of my decision to resign from my position as "Senior Software Developer" (AWS Developer), effective on 11<sup>th</sup> November 2023. I kindly request that you consider this email as my formal notice and that you inform me of the last working day. If possible, I would greatly appreciate an earlier release date.

Thank you once again for the experience and knowledge I've gained during my time at Vinsinfo Private Limited.

Warm regards,  
Victor GnanaRaj.G