Search Employee

Forms

Resignation Form

Hand Over Note

Exit Interview

Part 1 - Disassociatin...

Part 2 - Disassociatin...

Tasks

Approvals

‹ Resignation Form

Separation

Employee ID 🔑 *
Ashwin Ingle EP5801

Employee type
Permanent

Notice period (in days) *
90

Last working day as per Notice period
28-Jan-2024

Resignation Date will be the Current Date

Date of resignation *
31-Oct-2023

Requested Last Working Date *
28-Jan-2024

Description ✏️
I am writing to formally announce my resignation from my position as Associate Consultant with kiya.AI, effective from October 31, 2023. Please accept this letter as my official notice.

I want to express my deep gratitude for the opportunities for professional development and personal growth that I have experienced during my time at Kiya.AI. It has been a privilege to work with a team that is both professional and supportive. I have thoroughly enjoyed my tenure and feel honoured to have been a part of such an incredible organization.

In the upcoming days, I am committed to ensuring a smooth transition. I will do everything within my capacity to wrap up my duties, transfer ongoing projects, and assist in any way possible to make this transition as seamless as possible.

Action For Manager

Action on Resignation
Approve

Finalized last working day
01-Feb-2024

Shortfall of notice period
-4

Shortfall to be
-

Close