



Ankita Gajjar &lt;ankitagajjar12@gmail.com&gt;

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**Resignation Notice**

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Ankita Gajjar &lt;ankitagajjar12@gmail.com&gt;

22 November 2024 at 11:59

To: vspl.hr@vnrseeds.com

Cc: poojaacharya.vspl@gmail.com, manish.gupta@vnrseeds.com, snehaagrawal.vspl@gmail.com

Dear Sir/Ma'am,

I hope this mail finds you well.

I am writing to formally resign from my position as "**Purchase Operation Executive**" at "**Fast Biotech Pvt. Ltd.**", effective **30th November 2024**.

This was not an easy decision, but after careful consideration, I have decided to pursue a new opportunity that aligns with my career goals. I want to express my deepest gratitude for the support, guidance, and opportunities you have provided me during my time. It has been a privilege to work with such a talented and dedicated team.

I have learned a lot in the last 1 year which will be useful for me throughout my career. I'm committed to ensuring a smooth transition and will do my best to wrap up my duties.

I request you to accept my resignation and if possible please provide an experience letter of my tenure.

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Thanks &amp; Regards

ANKITA GAJJAR