

Kavya Bhat

From: Kavya Bhat
Sent: Tuesday, April 25, 2023 10:46 AM
To: Rajavarman Venugopal
Cc: Santosh Nair; Tejasvita Saran
Subject: Resignation and Request for Expedited Process

Hi Varman,

Good Morning

I am writing to inform you of my decision to resign from my position as Consultant at AE. My last day of work tentatively will be 2nd of June. I would like to bring to your attention that I will be traveling to the USA on June 4th, and I would appreciate it if the resignation process could be expedited accordingly.

During the remaining days, I will ensure a smooth transition by completing any outstanding projects and providing documentation to assist with my replacement. I will also make myself available for any questions or concerns that may arise.

Thank you for your understanding and support during my time here. Please let me know what steps I need to take to ensure a seamless transition.

Sincerely,
Kavya