



Resignation – MIS Executive – Shaurya Pandey (CSS-439)

1 message

Shaurya Pandey <shauryapandeygzp@gmail.com>
To: Deepti Gupta <deepti.g@crystalscreening.com>, Kamiya Kapoor <k.kapoor@crystalscreening.com>
Cc: Arvind Kumar <arvind.k@crystalscreening.com>, Ajay Singh <ajay.s@crystalscreening.com>

Fri, Jan 16, 2026 at 22:31

Dear Manager/HR,

I hope you are doing well.

Please accept this email as my formal resignation from the position of MIS Executive at Crystal Screening. As per my employment terms, I will serve the applicable notice period. My last working day will be subject to confirmation as per the notice period and company policy.

During the notice period, I will ensure a smooth and complete handover of my responsibilities, including:

- Designing and managing the Insuff Tracker (pending cases, follow-ups, and closure status)
- Handling insufficiency clearance by monitoring insuff cases, coordinating follow-ups, validating received inputs, and updating closure status in the tracker/system
- Maintaining the Main Tracker
- Developing and updating the Red-Orange Tracker
- Handling Revert QC
- Validating verification status updates (Employment/Education/Address/Other) by reviewing reports and ensuring accurate tracker updates
- Reviewing and validating DE remarks for clarity, correctness, and proper documentation
- Creating and generating CIBIL reports
- Initiating reverification cases based on official email requests received from internal/client stakeholders.

Kindly acknowledge my resignation and confirm my last working day, along with the required handover and exit formalities.

Thanks & Regards,
Shaurya Pandey
MIS Executive | Emp ID: CSS-439