



Resignation – Employee Background Check Executive – Shubham Singh Rawat (CSS-444)

1 message

Shubham Singh Rawat <rawat0057@gmail.com>
To: Deepti Gupta <deepti.g@crystalscreening.com>, Kamiya kapoor <k.kapoor@crystalscreening.com>
Cc: Ajay Singh <ajay.s@crystalscreening.com>, arvind.k@crystalscreening.com

Sun, 18 Jan, 2026 at 7:30 pm

Dear Manager/HR,

I hope this message finds you well.

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

I am grateful for the opportunities, guidance, and support I have received during my time at Crystal Screening. It has been a valuable learning experience, and I truly appreciate being part of the team.

During my notice period, I will ensure a smooth and complete handover of my responsibilities and assist in any way possible to support the transition.

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

Thank you once again for the opportunity to work with Crystal Screening.

Warm regards,
Shubham Singh Rawat
Emp ID : CSS-444