



Subject Resignation Mail

From andrews modi <andrews@modiproperties.com>

To: Admin Modi <admin@modiproperties.com>, HR Hemendra <hr@modiproperties.com>

Cc: Soham Modi <sohammodi@modiproperties.com>, Shirish Modi <shirish@modiproperties.com>

Date Tue, Sep 12, 2017 at 1:13 PM

Dear Jai,

This mail is to bring to your notice about my resignation from my job, w.e.f.26.10.17.

I have recently been offered a position of Regional Operations Manager by Alstom, a France based company.

I have absolutely enjoyed the time at Modi Properties and take immense pride in the work ethics and the professionalism at work here.

I believe I am providing an ample time for a replacement in my place and I will help in a smoother transition and ensure total co-operation in this regards.
Moreover I would like to re-iterate that I will complete and up keep all duties, tasks and work assigned to me thus far.

On a similar vein, I would expect the same co-operation, support and bonhomie from all as has been provided in the past eighteen months in the company.

While it is never easy to leave a great company, the relationships and the memories will stay in times ahead.

Thanks and Regards

Andrews

Admin Manager | +91 83747 19991 | andrews@modiproperties.com

Modi Properties Pvt Ltd. www.modiproperties.com

5-4-187/ 3 & 4, M G Road, Secunderabad - 03 | +91 40 66335551

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