

## Dibyendu Bhattacharyaya

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**From:** PRITAM GHOSH <pritamghosh5522@gmail.com>  
**Sent:** 01 May 2025 08:15  
**To:** Corporate HR-SSFL; Dibyendu Bhattacharyaya; Branch Support Service-SSFL; Secretarial; Radhakrishna Venkkataia Eale; Domjur Branch; DAPS Admin  
**Subject:** Request for Clearance and Settlement  
**Attachments:** Screenshot\_20250410-215713.Chrome.png; Screenshot\_20250412-004049.Gmail.png; Screenshot\_20250410-205752.Chrome.png; Screenshot\_20250412-001014.Chrome.png; IMG\_20250410\_203108722\_AE.jpg

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Dear HR and Admin Team,

I'm writing to request clearance and settlement of my dues. I submitted my resignation letter to BM Sir on April 10, 2025, due to Spark portal issues, I submitted a hard copy and later updated it on Spark on April 12, 2025.

As per corporate rules, employees with less than 6 months of service aren't required to serve a notice period, which I didn't. My resignation was approved by BM Sir, and my field was cleared by BM and CM Sir without any issues.

I kindly request that you process my clearance and last settlement. If not, I'll be forced to take legal action.

Details:

- Name: Pritam Ghosh
- Employee ID: SF0093913
- Phone Number: 7679337960

I've attached necessary documents. Please expedite this process.

Best regards,  
Pritam Ghosh