

From: **Sukanya Reddy**

Date: Sat, Aug 1, 2026 at 2:12 PM

Subject: Resignation Letter - Vice President HR

To: **Anand Hunnur** , **Janaki Kirloskar**

Cc:

Dear Sir/Madam,

After serving the organization for more than seven years, I have decided to step down due to personal reasons. This decision has not been easy, as my time here has been both professionally rewarding and personally fulfilling. I am deeply grateful for the opportunities I had.

I will ensure a smooth transition of my responsibilities and I am committed to supporting the handover process during my notice period.

On humanitarian grounds, I kindly request to be relieved by the end of this month. For the notice period shortfall, I request you to consider adjusting it against my available leave balance.

Thank you once again for the trust, guidance, and support extended to me throughout my tenure.

Regards

Sukanya Reddy

Vice President

Human Resource

Kirloskar Electric Co. Ltd.

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