

Date: 09/06/2026

To,  
Head-HR  
Omaxe Limited  
206, Okhla Phase III  
Okhla Industrial Estate  
New Delhi – 110020

**Subject: Resignation from the Position of Vice President (PMO)**

Dear Madam,

I hereby submit my resignation from the position of Vice President (PMO) due to unavoidable personal reasons.

I would like to express my sincere gratitude for the opportunities, support, and experience gained during my tenure with the organization. Working with the company has been a valuable learning experience, and I greatly appreciate the guidance, encouragement, and cooperation extended by the management and my colleagues throughout my association with the organization.

As per the Company's HR policy, shall serve the prescribed notice period and extend my full support during the transition process to ensure a smooth handover of my responsibilities.

Kindly acknowledge receipt of this resignation letter and advise me regarding the formalities to be completed during the notice period.

Thank you once again for the opportunity to be a part of the organization. I wish the company continues to be successful in the future.

Yours sincerely,

Shivaji Patil

