

Ref. No: ECH/DIS/2023/205

Date: 19/07/2023

Resignation acceptance letter

Dear Shahzad Saleem Yousuf [Emp ID: 154865],

This is to inform you that we accept your resignation from the service of the Organization. According to the prevailing policies of the ECH, your last working day would be 15 August 2023. We appreciate the early notice from your end and your commitment to smoothly hand over your duties. You are required to complete the clearance process which includes knowledge transfer, handing over current responsibilities, returning the company assets, and settlement of accounts.

You would receive your relieving letter upon completion of clearance formalities, and settlement of all dues, if any.

Additionally, we want to extend our best wishes to you on your future endeavours. We have no doubt that your talent and determination will lead you to further success in your career journey.

Sincerely,

Engineers' Computer Hub

