To: Mr Rashmi Ranjan Patra

Site In-charge,

Local and R & B Building Construction Work

**Sub: - Acceptance of Resignation**

This has reference to your resignation letter dated June 15, 2020 indicating your desire to resign

from the services of the organization.

With regret, we accept your decision to cease your employment with us.

We would like to inform you that you stand relieved from the services of the organization from

the close of office hours of July 01, 2020.

We would also like to remind you of the obligations of the confidentiality and non-disclosure

agreement which you had signed during your employment with the Company.

We earnestly hope that you will continue to bestow the same degree of commitment in

protecting the Intellectual Property of the company as you have agreed to uphold as per the

terms of the confidentiality and non-disclosure agreement. We request you to strive and ensure

that the trade secrets, confidential and the intellectual property that were developed when you

were in the employment of the company continue to be protected and are not compromised in

any way.

You are requested to process the required clearance from the departments and post that you will get your experience letter.

We wish you success in your future endeavors.

With kind regards,

Yours sincerely,

Damodar Patnaik,

Special class contractor,

Koraput

**TO WHOM IT MAY CONCERN**

This is to certify that Mr Rashmi Ranjan Patra aged about 26 years S/O Mr Nrusinghanath Patra Residing QR No-H/7, At- po- Koraput,Dist-Koraput ,Odisha 764020 , is working as an Site In-charge under the establishment and having experience maintenance of R & B Office and police Quarters from Feb 2017 to

July 01, 2020.

He is very sincere and well experienced in Civil work to my best of knowledge and belief he has a good moral character. I wish him all the success in his life.

Yours sincerely,

Damodar Patnaik,

Special class contractor,

Koraput