Date: 20 December 2014

**To Whom It May Concern**

Dear Jitendra Kumar Singh,

We write to inform you that you shall be relieved from your duties with effect from close of working hours of 17th January 2015.

You are requested to hand over all the property of the center including files, correspondence and other documents and nature to your reporting person.

We wish him all the best in his future career.

[Signature with stamp]