

MD Istayque,
Rail Par K.T Road
Bairagi Talab Asansol
West Bengal

Dear MD Istayque,

Subject: Relieving and Experience Letter

I am writing to acknowledge your resignation from your position as a Senior Software Developer at **BottomHalf Pvt. Ltd.**, which was submitted on **16th November 2021**. We have accepted your resignation, and as per your request, your last working day with the company will be **16th December 2021**.

We would like to express our appreciation for your dedication, hard work, and the invaluable contributions you have made during your tenure as a Senior Software Developer at **BottomHalf Pvt. Ltd.** Your expertise and commitment have been instrumental in the success of our projects.

We understand that career decisions are made for various reasons, and we respect your choice to explore new opportunities. As a **Senior Software Developer**, your technical skills and leadership have been an asset to our team.

As per your employment contract, all company property, access cards, and other assets should be returned by your last working day. Furthermore, please ensure that all pending tasks and responsibilities are transitioned effectively to your colleagues or team members.

We will initiate the necessary clearance and settlement processes, including the final settlement of your dues and any other formalities that need to be completed during this period.

Please feel free to contact the HR department for any assistance or clarification regarding the relieving process, final settlement, or any other related matters.

We wish you the very best in your future endeavors as a Senior Software Developer. Your time with **BottomHalf Pvt. Ltd.** has been valued and your contributions have made a significant impact on our company. We hope you continue to excel in your professional journey, and your experience as a Senior Software Developer will undoubtedly be an asset in your new role.

Thank you once again for your service, and we hope to maintain a positive and professional relationship in the future.

Sincerely,



Zaid Khan
Director