DATE: 03/11/2016
To,
The Sales Manager,
HDFC BANK LTD.
Sudhir shetty sir
Chembur branch Mumbai
Subject: ResignationLetter
Dear sir,
With reference to above subject I am Dipak Namdev kharat resign post of Sales Executive from your organization effective from 15 th november 2016 for my better prospectus reason. I would like to thanks my senior & colleague that I learned lot & grow professionally during my tenure period .
I hope to clear all my dues pending & issue me experience certificate. I wish you all the best for your organization.
Thank you for the opportunity as well as the knowledge that you provided me during the last one year.
Sincerely
Dipak Namdev kharat