Date: 05.03.2025

To,

Mr. Pankaj Baid

Aditya Birla Global Trading India Pvt Ltd

Industry house,10, Camac Street,

Kolkata, West Bengal -700017

**Subject: Letter Of Resignation**

Dear Sir,

Please accept this letter as my formal resignation from my position as Executive at Aditya Birla Global Trading India Pvt Ltd. My last day of work will be 05.06.2025, providing a 3 months’ notice as per my employment agreement.

Thank you for the opportunity to work with Aditya Birla Global Trading India Pvt Ltd, and I am grateful for the experience and knowledge gained during my time here. I am committed to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work.

Please let me know if there is anything else I can do to assist with the transition.

Sincerely,

Sriram Suresh