${CURRENT\_DATE}

**${ADDRESS\_TO}**

**Subject: Notice Period Form**

This is to confirm that **${FULL\_NAME}**, an employee of Mondus Properties, has officially submitted their resignation on **${RESIGNATION\_DATE}**. As per the terms of employment, their notice period started on **${NOTICE\_PERIOD\_START\_DATE}** and their final working day with us will be **${LAST\_WORKING\_DAY}**.

We have prepared this letter at the request of **${FULL\_NAME}**, and Mondus Properties holds no further obligations beyond the agreed terms.

Best Regards,

Operations Manager