

${CURRENT\_DATE}

To:

${ADDRESS\_TO}

Subject: Notice Period Confirmation Letter

Dear Sir/Madam,

This is to formally confirm that ${FULL\_NAME}, an employee of Mondus Close Friends Traders, has submitted their resignation on ${RESIGNATION\_DATE}. In accordance with the terms of employment, the notice period commenced on${NOTICE\_PERIOD\_START\_DATE} and their final working day will be ${LAST\_WORKING\_DAY}.

This letter has been prepared at the request of ${FULL\_NAME}. Mondus Close Friends Traders confirms that there are no further obligations beyond the mutually agreed terms of employment.

Thank you for your attention.

Best regards,

Operations Manager

Mondus Close Friends Traders

