  

**Mondus Events**

${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 Events, has submitted their resignation

on ${RESIGNATION\_DATE}. In accordance with the terms of employment, the notice period commence

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 Events confirms that there are no

further obligations beyond the mutually agreed terms of employment.

Thank you for your attention.

Best regards,

Operations Manager

Mondus Events



 **044528490** **+971521110795 info@mondusgroup.com** **www.mondusevents.com** **2402Iris Bay, Business Bay**  
 Dubai-United Arab Emirates