  

**Mondus Marketing**

${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 Marketing, 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 Marketing confirms that there

are no further obligations beyond the mutually agreed terms of employment.

Thank you for your attention.

Best regards,

Operations Manager

Mondus Marketing



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