



Arbaj Pvt Ltd

Exit Letter

Subject: Exit Letter - Confirmation of Resignation

Date: [Insert Date]

Employee ID: 2

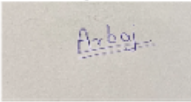
Designation: MERN STACK DEVELOPER

Dear rushi kapse,

An exit letter is a formal document issued by a company to an employee when they leave the organization. Its purpose is as follows:

- **Confirmation:** It confirms the end of the employee's tenure
- **Clearance:** States that the employee has completed all necessary handovers and formalities
- **Reference:** Often used by the employee as a reference for future job opportunities
- **Professional Closure:** Provides a respectful and professional end to the employment relationship

Sincerely,



[Sender Name]

[Designation]

Arbaj Pvt Ltd

