



## COTOCUS PVT. LTD.

#46, 2nd Cross, Muniswara Layout.  
Ayappa Nagar, Devesandra Main Road  
K R Puram, Bangalore, Karnataka (India).

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Date:-\_\_\_\_\_

### **Sub: Relieving Letter**

Dear Md Shamshad Ali,

This has reference to your letter of resignation dated \_\_\_\_\_, wherein you have requested to be relieved from the service of the company at the earliest.

We wise to inform you that resignation is hereby accepted and you are being relieved from the services of the company with effect from close of office hours on \_\_\_\_\_.

We also certify that you full and final settlement of account has been cleared with the organization.

Your contribution to the organization and its success will always be appreciated.

We at **Cotocus PVT. LTD.**, Bangalore wish you all the best in your future endeavors.

### **Authorized Signatory**

**Mr. Chandan Kumar**

**Director**

**(Cotocus PVT. LTD.)**