

From: Nitesh Patel

Date 02/12/2021

To: **Madhurya Jain, HR Manager**
ITGeeks Technologies Pvt.
Ltd

Through: **HR Dept. / Team Lead**

I am working in this organization since 1st December 2020. My present designation is Software Engineer Trainee. I hereby resign and request you to consider with effect from 2nd December 2021 and relieve me at the earliest. Based on my discussion with you earlier I am requesting to have last working day on 24th December 2021.

I am grateful to you, personally, for providing me a great opportunity, to be associated with an esteemed organization, like ITGeeks Technologies Pvt. Ltd. I have really gained considerable experience under your able guidance, and leadership in this period.

Please provide me the following documents on or before my relieving date.

1. Relieving letter for the period of employment
2. Final settlement amount
3. Any other document which is important

Yours Sincerely,
Nitesh Patel
Emp. No. 100079

