

Dated: 10-06-2016

Dear Ashok kumar Sahoo

This is in reference to your letter of resignation dated **02-06-2016**, wherein you had requested to be relieved from the services of the company at the earliest, and an experience certificate. This is to certify that Mr. Ashok kumar sahuo is working with us as a Sales Executive in AD sales department from the period to till date.

We wish to inform you that your resignation has been accepted and you are being relieved from the services of the company with effect from close of office hours on **09-06-2016**.

As per the company norms we wish to inform that the full and final settlement will take **n days (working)** from the date of being relieved from the office.

During your tenure from 05-01-2015 to 09-06-2016 your contributions to the organization are highly appreciated.

We wish him best of luck for his future career.

For Eastern Media Limited

Bani Jaganti Kar
General Manager (HRD)

Ashok K. Sahoo