Dear Deepti Mam,

we got your unexpected resignation letter, as you know that HR is having whole responsibility of company policy, document and employee activity and other associated activity, an in sudden resignation from that post will hamper company day to day work, future plan and other activities.

you need to come and handover all important data, document, assets of the company to company responsible person so that we can relive you from your company responsibilities.

for the same we are in a hope to see you soon in office.

Thank you!