

22.02.2023

To,
HR,
Excel It Ai Ltd,
New Eskaton Road,
Dhaka, Bangladesh

Subject: Application for NOC, Internship Certificate and Salary Statement

Dear Sir,

As discussed earlier, I am writing to inform you of my decision to apply for the position of Associate Software Engineer at a well-known software company in Dhaka. I have come to understand that an NOC and Salary Statement from the current employer has to be submitted along with the other documents for the completion of the application process.

I had sent in my resignation on the 20th of February and I am currently serving my notice period. I would request you to provide the salary slip, relieving letter and internship certificate, along with the NOC before the day of my resignation. Kindly consider my request and issue the aforementioned documents.

Thank you.

Yours sincerely,

Sujoy Saha

Software Engineer L1

Excel It Ai Ltd.