

Dear Sir,

I am writing to formally resign from my position as Supervision's in HLD ODC at Resham Singh &co pvt ltd duration 4/04/2022 to 31/05/2024, in accordance with the notice period outlined in my employment contract.

I want to express my sincere gratitude for the professional opportunities and growth I have experienced during my time at Resham Singh &co pvt ltd .I have learned valuable skills and had the privilege of working alongside remarkable colleagues, which has contributed greatly to my personal and professional development.

It is with a heavy heart that I have made this decision. However, after careful consideration, I have decided to pursue a new opportunity that aligns more closely with my long-term career goals. I am confident that this change will allow me to expand my skills and knowledge further.

In order to ensure a smooth transition, I am committed to completing any pending projects or tasks assigned to me before my departure. Furthermore, I am willing to assist in the training and handover of responsibilities to my successor.

Please let me know how I can be of assistance during this period.

As per company policy, kindly consider this letter as my formal resignation notice. I will ensure all company property, files, and any outstanding liabilities are appropriately handed over before my departure. Please inform me of any specific procedures or requirements I need to follow during this process.

I would like to take this opportunity to express my sincere thanks to you and the entire team for your support, guidance, and mentorship throughout my tenure. I have truly enjoyed being a part of such a dynamic and inspiring work environment.

If there are any exit processes or paperwork that I must complete prior to my departure, please let me know and I will gladly fulfill them in a timely .and also request for the experience letter and due salary .

Yours sincerely ,

Salim Kasim Arkate

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