**From,**

**Radheshyam ThakurC/226 Sambhav Drashan ApartmentMumbai, Maharashtra 401303****To,**

**The HR Manager  
Hotel Sea Princess  
Juhu Tara Road, Beach , near juhu  
Mumbai, Maharashtra 400049**

**Respected Sir,**

**I am writing to request a full and final clearance of my payment. As you know, I have resigned from my position as Security Guard effective on 27 / 07 / 2023. I would like to receive the complete details of all payments due to me, including bonuses or incentives, etc. Also I have Kindly request deposit my due payment in my bank account.**

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| --- | --- |
| **BANK NAME** | **SARASWAT BANK** |
| **ACCOUNT NAME** | **MR.THAKUR RADHESHYAM MADHURVALLABH** |
| **ACCOUNT NO** | **012200100013348** |
| **BRANCH NAME** | **JUHU** |
| **IFSC CODE** | **SRCB0000012** |

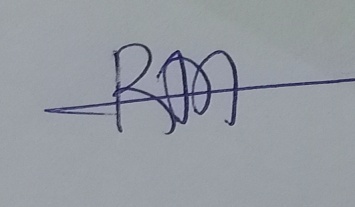
**Also by my side I have deposited all the things which are given to me in my job role. So kindly give me the experience letter of the 32 years which I served in this organization along with the resignation letter**

**Please feel free to reach out to me at** [**thakurradheshyam171@gmail.com**](mailto:thakurradheshyam171@gmail.com) **or 9892474712 if you need any further information or if there are any specific procedures I should follow for my departure.**

**Thank you once again for the privilege of being a part of the Hotel Sea Princess family. I wish the Hotel Sea Princess continued success in all its future endeavors.**

**Sincerely,**

**Radheshyam Thakur**

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