

Re: Resignation Letter of Suraj Kumar Samanta

Suraj Samanta <suraj.samanta@shyamfuture.com>

Mon 12/11/2023 2:15 PM

To:HR Team <hrteam@shyamsteel.com>

Cc:Arijit Paul <arijit@shyamfuture.com>;Arindam Dutta <arindam.dutta@shyamfuture.com>

Dear Sir/Madam,

I wanted to follow up on my resignation letter, which I submitted to you on 24/11/2023. I am writing to request a resignation acceptance letter, which confirms the acceptance of my resignation and outlines the next steps in the process.

I would like to request the Management to consider my request for a shorter notice period because my personal circumstances require me to leave the job at the earliest. Therefore, I would be glad if you could consider my request and reduce the notice period to 30 days. I request you to release me on or before 24/12/2023.

Thank you for your understanding, and please let me know if you need any further information from me.

Sincerely,

Suraj Kumar Samanta

Thanks & Regards

Suraj Kumar Samanta

Sr. Web Developer

Phone: +91 8013573583

Shyam Future Tech Pvt. Ltd.

Premises no.03-319, 6/11, DH Block(Newtown),
Action Area 1D, Newtown, Kolkata, West Bengal 700156

Web: www.shyamfuture.com



From: Suraj Samanta

Sent: Friday, November 24, 2023 5:38 PM

To: HR Team <hrteam@shyamsteel.com>

Cc: Arijit Paul <arijit@shyamfuture.com>; Arindam Dutta <arindam.dutta@shyamfuture.com>; suraj.samanta@gmail.com <suraj.samanta@gmail.com>

Subject: Resignation Letter of Suraj Kumar Samanta

Respected Sir/Madam,

Please accept this letter as a formal notification of my resignation as Senior Web Developer from Shyam Future Tech Pvt Ltd.

Thank you very much for the opportunities for professional adnd personal development that you have provided me during the last few months. I have enjoyed working for the company and appreciate the support provided me during my tenure with this company.

Thanks & Regards

Suraj Kumar Samanta

Sr. Web Developer

Phone: +91 8013573583

Shyam Future Tech Pvt. Ltd.

*Premises no.03-319, 6/11, DH Block(Newtown),
Action Area 1D, Newtown, Kolkata, West Bengal 700156*

Web: www.shyamfuture.com

