



Futuristic Design & Technology

www.softtechmedia.com

Dear Mr. Hassan,

In response to your resignation letter, which you submitted on 19/10/2016, I want to inform you that we accepted your resignation and will release you of your duties on 31/10/2016 which will be your last working day. Thank you for the early notice. We appreciate your full cooperation in the remaining period in order to transfer your tasks and duties in the smoothest way possible.

After you leave Soft Tech Media, as per company policy, you can't provide services directly or indirectly to our existing clients for the period of 1 year. You also have to return all the company data including PSD Files of Projects, Ftp/Skype/Email account & password etc. and do not share this data with any unauthorized person. It has been a pleasure working with you. Soft Tech Media would like to thank you for your service and efforts.

We will happily issue a recommendation letter should you require one. Thank you very much for your work and dedication and good luck in your future job.

Regards,

Qudsia Noor
Admin and HR Manager
Soft Tech Media

Terms Agreed by: Hassan Ali

Signature: _____

Date: _____