

DIPTI PRADHAN

22 East 30th Place

Bangalore, India

Contact: +91 876xxxxxxx

E Mail: dpxxxxx@gmail.com

Date: DD, MM, YY

Sub: Relieving Letter

Dear Dipti,

This is in reference to your resignation dated 5th March, 2016 wherein you had requested to be relived from your services on 31st March, 2016. We wish to inform you that your resignation has been accepted and you are being relieved from your duties as Manager – Operations, post service one month's notice with effect from 31st March, 2016.

We would also want to confirm that your full & final settlement would be cleared in the next 30 days with the organization. We appreciate your contributions made to the organization and wish you all the best for your future endeavors.

Regards,

HR Manager