

TO WHOMSOEVER IT MAY CONCERN

This is in reference to the resignation given by Mr./ Ms. _____ on _____ “Date” which has been accepted. He / She joined us as a “Designation” on #*(Date)*# in our “Department / SBU” Team in _____ location. He /She was simultaneously promoted as “_____” on “Date”.

He / She has been relieved of his / her services as on “Date”..

During his / her association with us we have found “___ (name)” to be honest, hard working and sincere.

We wish him / her luck and success for the future.

Yours truly,

Name of the Authorised Signatory

Designation

DARASHAW & COMPANY PVT. LTD.

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