Date: 1 June 2026

To,
Ms. Anita Desai
HR Manager
Northwind Solutions Pvt. Ltd.
4th Floor, Prestige Tower, MG Road, Bengaluru 560001

Subject: Resignation from the post of Senior Accountant

Dear Ms. Anita Desai,

I would like to inform you that I am resigning from my role as Senior Accountant at Northwind Solutions Pvt. Ltd. I have accepted an offer that is a good next step for my career, and my last working day will be 30 June 2026, after completing my one month notice period.

My time here has taught me a great deal, and much of what I am taking with me comes from your guidance and the team's support. Thank you for that.

I am committed to a smooth transition. I will prepare a handover document, finish or transfer every open task, and help train my replacement during my notice period.

I request you to accept my resignation and to issue my relieving letter and experience letter on my last day.

Yours sincerely,

Rahul Sharma
Senior Accountant, Finance
Employee ID: EMP1024