Subject: Resignation: Rahul Sharma, Senior Accountant

Dear Ms. Anita Desai,

Please accept this email as formal notice of my resignation from my position as Senior Accountant at Northwind Solutions Pvt. Ltd. My last working day will be 30 June 2026, after serving my one month notice period.

I will make sure all my work is completed or handed over properly before I leave, and I am happy to help train my replacement.

Thank you for your support and for the opportunities I have had here. Please let me know the next steps for the exit formalities.

Regards,

Rahul Sharma
Senior Accountant, Finance
Employee ID: EMP1024
+91 98450 12345