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,

Please accept this letter as formal notice of my resignation from the post of Senior Accountant in the Finance department at Northwind Solutions Pvt. Ltd. I have decided to resign to pursue a new opportunity that matches my long-term career goals.

As per my notice period of one month, my last working day will be 30 June 2026. During this time I will complete my pending work, document my responsibilities and help train whoever takes over from me, so that the handover is smooth.

I am grateful for the guidance and support I have received here, and for the chance to learn and grow with the team. I will always value my time at Northwind Solutions Pvt. Ltd.

Kindly let me know the exit formalities. I request you to process my full and final settlement and to issue my relieving letter and experience letter on my last working day.

Yours sincerely,

Rahul Sharma
Senior Accountant, Finance
Employee ID: EMP1024