Date: 1 June 2026

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

Subject: Resignation with request for early release

Dear Ms. Anita Desai,

I regret to inform you that I am resigning from my position as Senior Accountant at Northwind Solutions Pvt. Ltd. Due to unavoidable circumstances, a family medical emergency that needs me in my hometown, I am unable to serve my full notice period of one month.

I therefore request you to relieve me on 7 June 2026. I understand that the company may adjust my notice period against my leave balance or recover the shortfall from my final settlement as per my appointment terms, and I accept that.

I will complete as much of the handover as possible before my last day and will remain available on phone and email for any questions about my work for a few weeks after I leave.

I apologise for the short notice and thank you for your understanding. I am grateful for everything I have learnt here.

Yours sincerely,

Rahul Sharma
Senior Accountant, Finance
Employee ID: EMP1024