Date: 1 June 2026

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

**Subject: Resignation letter with one month notice period**

Dear Ms. Anita Desai,

I am writing to formally resign from my position as Senior Accountant at Northwind Solutions Pvt. Ltd., with effect from today, 1 June 2026.

In line with the one month notice period in my appointment letter, I will serve the full notice and my last working day will be 30 June 2026. If the company needs me to adjust this date to complete the handover, I am open to discussing it.

Before I leave I will finish my current assignments, hand over all files, passwords and company property, and prepare a short note on each open task for my successor.

Thank you for the opportunities I have had during my time here. I request you to accept my resignation and to issue my relieving and experience letters after I complete my notice period.

Yours sincerely,

**Rahul Sharma**
Senior Accountant, Finance
Employee ID: EMP1024