Date: 1 June 2026

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

Subject: Resignation due to personal reasons

Dear Ms. Anita Desai,

I am writing to inform you that I am resigning from my position as Senior Accountant at Northwind Solutions Pvt. Ltd. due to personal reasons. This was not an easy decision, and I have made it after careful thought.

My last working day will be 30 June 2026, in line with my notice period of one month. Until then I will give my full effort to my work and to handing over my responsibilities properly.

I sincerely thank you and the team for your support. Working here has been a valuable experience, and I hope to stay in touch.

Please let me know the exit process, and kindly arrange my relieving letter, experience letter and full and final settlement.

Yours sincerely,

Rahul Sharma
Senior Accountant, Finance
Employee ID: EMP1024