

Mr. Shyam Modi  
33, M.G. Road  
Nr. Post Office  
Pune, Maharashtra  
400325  
9876543210

Date: 01 February 2020

To,  
Mr. S.K. Venkatraman,  
The Deputy General Manager - Accounts  
Apex Pharmaceuticals Ltd.  
10056, Lane 3  
Industrial Notified Area,  
Pune, Maharashtra

**Subject: Resignation Letter**

Respected Mr. S.K. Venkatraman,

With all due respect and gratitude this letter is to notify you of my intent to resign from my position of Senior Accounts Manager , in our reputed organisation; as I am relocating to America. As per our agreement, I am providing you 3 month(s) of advance notice.

I have greatly enjoyed working under you in this organisation. I have learnt many positive things from this organisation as well as from all my seniors including your kind-self. I heartily acknowledge all support and kind co-operation extended by you and everyone during my whole association. I learned a lot here and groomed myself remarkably under your magnificent leadership.

I hereby assure you that complete handover will be given from self end to the one, as advised by you, before my notice period ends. Further also assuring you to return all the official belongings allotted to me and there are no dues pending on my account. I assure all my support and co-operation till my relieving day.

Please accept my resignation and relieve me latest by 01 April 2020 and allow my clearance with full and final settlement and furnish me my experience letter for the period of my service do the needful and oblige.

Thank you

**Yours Faithfully,**

**Mr. Shyam Modi**  
**Senior Accounts Manager**  
**Apex Pharmaceuticals Ltd.**