

To,

Rajeev Ranjan,Employee ID: **IDTS- 167****Sub: Relieving Letter**

Dear **Rajeev Ranjan**, this is in reference to your letter of resignation dated **9th February 2023** from the post of **Desktop Support Engineer**, where in you have requested to be relieved from the services of the company on **23rd February 2023**.

We would like to inform you that your resignation is hereby accepted and you are being relieved from the services of the company after serving fifteen days' notice period, with effect from closing office hours of **9th February 2023**.

Your full & final settlement is underway and will be settled shortly. You will be given experience letter after full and final settlement is processed.

Your contributions to the organization and its success will always be appreciated. We at Innovative Digitech Services wish you all the best in your future endeavours.

Yours Sincerely,



Manager - Human Resource

For Innovative Digitech Services