
April 6th, 2022

Siddharth Goyal
2635 William short Cir
Apt. 200
Herndon, VA – 20171
United States

Dear Siddharth,

This is to confirm receipt and acceptance of your letter of resignation for the position of SharePoint Developer to be effective April 15th, 2022. CITI and I would like to thank you for contribution and service to our company.

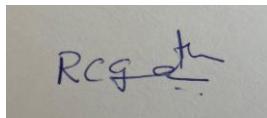
Pursuant to the terms of the Employment Agreement, this letter will serve as official notification of your notice of separation from CITI.

The following will apply to your last paycheck from CITI:

- You will be paid out any unused PTO hours (Negative PTO Leave will be deducted from paycheck)
- Benefits will terminate on April 30th, 2022
- You will receive your last paycheck on April 22nd, 2022
- You must return all CITI Equipment

CITI and I wish you the best in your future endeavors, and hope your new path leads you to many fulfilling opportunities.

Sincerely,



Roopa Guddimath
Director of Human Resources
Creative Information Technology, Inc.
P (703) 483-4383 | M (202) 906-9711 | E-mail: mfoss@citi-us.com

