

Date: 17th May 2025

To,
Shamshad Khan

Sub: Relieving Letter

Dear Shamshad Khan,

This is to formally acknowledge the resignation of **Mr. Shamshad Khan** from the position of **Quality Engineer** with M/S. Unique Properties, effective from 17th May 2025.

We confirm that Mr. Shamshad Khan has been relieved of their duties as of 30th April 2025

Please note that Mr. Shamshad Khan final settlement of dues, including any pending salary, benefits, and other entitlements, has been processed in accordance with the company policy. All company property, including [mention specific assets, e.g., phone, sim, laptop, access card, etc.], has been returned.

We wish Mr. Shamshad Khan the best of luck in all future endeavors and success in their professional and personal life. If you require any further assistance or documents, please feel free to contact the HR department.

Thank you once again for your time and efforts during your tenure with us.

Yours Sincerely,

M/s. Unique Properties

M.S. Waghchoure

Ms. Mona Waghchoure
Senior HR

