DATE

3 November 2026

PLACE

Bengaluru

Resignation Letter

To,
The Manager,
Northwind Analytics Pvt. Ltd.
Koramangala, Bengaluru

Subject: Resignation from my post

Respected Sir/Madam,

I have worked at Northwind Analytics Pvt. Ltd. as Senior Data Analyst in the Analytics department since 6 June 2022.

Having accepted an opportunity elsewhere, I resign from my post. My last working day will be 2 December 2026.

I will work my notice period of 30 days and hand over my work, files and anything of the organisation's in my care before I leave.

Thank you for the opportunity to work here and for the support I have had from you and my colleagues.

I request that my resignation be accepted, and that an experience letter and the settlement of my remaining salary and benefits be arranged.

Yours faithfully,

EMPLOYEE

Rohit Iyer

Senior Data Analyst, Analytics. Phone 98XXXXXXXX.

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