

To,

Date: 27.11.2023

The Managing Director,

Kanco Tea & Industries Ltd.

Kolkata.

Sub: Resignation.

Dear Sir,

Very unfortunate and regret to inform you, i tender my resignation from the post of Manager, Bamonpookrie T.E. with immediate effect. One month prior notice served herewith as per terms & condition of appointment letter.


Regarding vacation of Bungalow, I informed you over telephone.

I am thankful to company & colleagues during my tenure for kind guidance & support.

I request you kindly release my all dues including Annual Leave at the earliest.

Thanking You,

Yours Sincerely,

  
Sujit Kumar Singh

27.11.2023