

Jim Poonja
New Delhi
India

16th May 2008

Lakshmi Joe
Marketing Executive
MarketIndia Company
New Delhi
India.

Dear Boss,

As you may already know, I will be leaving today and would wish to convey my gladness in having been here and working under your diligent supervision. I am truly grateful that I received so much help and support from you.

In particular, Heather Johnes from Resource and Training team guided me through the training programme. Her coaching style is unique and I will always remember what she taught me.

In my years having learned and watched the great team you head – the “MarketIt team”, I depart feeling confident of my abilities in this challenging industry. My cell phone number remains the same. Please call me any time you may need to.

Regards

Jim Poonja