

Aug 08th, 2023

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Mubashir Nazir**, Employee ID # 0159, CNIC# 82301-9521933-3 was associated with **Stars Pro Medical Billing** in Operations Department from March 03, 2021 to August 08th, 2023 as an "Account Manager".

We found him very committed, devoted, and efficient during his tenure performing his duties.

He has proven himself as a great team player and provided the best for himself during his time of employment.

We wish him the best of luck in his future endeavors.

Sincerely,

CTO/Head HR
Stars Pro Medical Billing
Email: HR@starpmb.com

Signature:



MUBASHIR NAZIR

From: HR-Starspro
Sent: Friday, July 21, 2023 12:21 AM
To: MUBASHIR NAZIR
Subject: Re: Acknowledgement of Resignation and Transition Guidelines!

Please note that your last working day at Stars Pro Medical Billing would be **Friday August 18th, 2023**.

Thanks,



HR Department
Stars Pro Medical Billing
☎ (051) 6160503 ✉ HR@starspmb.com
🌐 <https://starspmb.com>

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From: HR-Starspro <hr@starspmb.com>
Sent: Thursday, July 20, 2023 3:17 PM
To: MUBASHIR NAZIR <mubashir@starspmb.com>
Subject: Acknowledgement of Resignation and Transition Guidelines!

Dear Mubashir Nazir,

I hope this email finds you well. We have received your resignation letter, and we want to confirm that your decision to move on from **Stars Pro Medical Billing** has been duly noted.

Firstly, we appreciate the professional manner in which you have handled this process and we thank you for your dedication and hard work.

To ensure a smooth transition during your remaining days with us, please take note of the following guidelines:

- **No Leave Allowed:** As per company policy, no leave will be granted during the notice period. We kindly request your presence and be following the office timing during this time a seamless handover of your responsibilities.
- **Company Assets:** Before your last working day, please return all company-owned assets, including but not limited to employee card, and any other equipment that may be in your possession including headphone, workstation and accessories.
- **Settlement Signing:** On your last working day, please visit the Finance Department during their working hours to complete the necessary settlement procedures. This will include finalizing any outstanding dues, benefits, or reimbursements.