

To: sumeru512@gmail.com

Subject: Resignation from the post of manager

Dear Mr.Shah,

I hope you are doing well.I am informing you about my resignation as I have already submitted a letter before two days on company's official website and my last day would be at 31st October 2024.

It was the toughest decision as I was much interacted with the people; it has created a strongest bond. I have achieved myriad of opportunities to enhance my skills, cognizance and collaboration with the teammates. My senior had assigned a lot of responsibilities, I am thankful to him for trust and guidance. I have decided to pursue new challenges in my career path, I would be committed to work and ensure a smooth transition. Also, let me know about handling essential documentation of the running project to the replacement.

I am grateful for the experience and support ;I leave with many memories with the team and the achievement we have achieved together.

Sincerely,

Vrunda Patel,

7698245785