To, Date: XX-XX-2019

The Manager, Place: Hyderabad

IIC Technologies Ltd,

Hyderabad-500082.

Sir,

I am writing to provide you with my formal notice of resignation from the company.

I, XXXXXXXXXXXXX bearing employee id: XXXXXXXXX working as Quality analyst in SURVAY Group. This was not an easy decision to make, and I thank your support over the course of my employment at the Company.

I truly value the experience, training, and knowledge I gained over the past 3 years. It has been a pleasure working with you and the team.

As am the only one child in my family as my parents are growing old so to take care of them am moving to my native place, on family backgrounds I am leaving my position at IIC.

I request you please consider my resignation and relive me at the earliest.

Sincerely,

XXXXXXXXXXXX.