Resignation Email

Subject: Resignation email From Senior Assistant

Dear Sir/Mam,

I am writing to formally resign from my position as Senior Assistant at Zydus company, with my last day of work being 26-12-2024. After careful consideration, I have accepted an offer for a new role that will allow me to continue growing professionally and pursuing my long-term career goals.

I want to express my deepest appreciation for the opportunities, mentorship, and support I’ve received here. Working at Zydus Company has been an enriching experience, and I have learned so much from you and the team.

Please let me know how I can assist with the transition process in the coming weeks.

Thank you once again for everything, and I wish the team continued success in the future.

Sincerely,

Arbaz Khan

Senior Assistant