29th March, 2022

The HR Manager,

Prisma Digital Network Ltd

34, Awal center, Kemal Ataturk Avenue, Banani, Dhaka-1213

**Subject: Prayer for resigning for the post of billing executive.**

Dear HR Manager,  
  
Please accept this letter as a formal notice of my resignation from my position as a Billing Executive. My last day of employment will be 30th April, 2022.  
This company has given me a lot of experiences and learnings. It has been a pleasure working with you and your team over the last three years.  
I appreciate the opportunities you gave me during my time at Prisma Digital Network Ltd. Please let me know what assistance I can offer as I transition out of my current role during the next two weeks. I hope we can stay in touch going forward.

Sincerely yours,

Asif Ahmed Sunny  
Billing Executive (Billing & Accounts)  
Contact: 01985285900  
Email: bitmsunny@gmail.com