

To : The Manager
HR Department
ETE Dammam

From: Binu Philip

Date:

Subject: Resignation letter

I am Binu Philip working as Civil foreman in ETE. Currently I am working in NHC Housing Project. Please accept this letter as formal notification that I am resigning from my position as Civil Foreman from ETE.

Thank you so much for the opportunity to work in this position for the past years. I've greatly enjoyed and appreciated the opportunities I'll do everything possible to wrap up my duties. Please let me know if there's anything else I can do to help during this transition.

I wish the company continued success, and I hope to stay in touch in the future.

Yours Sincerely,
Binu Philip

Salary Number:5934