November 17, 2019

TO

MD. SERAJUL ISLAM  
CEO  
Era InfoTech Limited  
Bengal Center, 28 Topkhana Road, Dhaka 1000

Dear Sir,

I am writing today to give my resignation and let you know that my last day with Era InfoTech Limited will be December 26, 2019.

I’ve enjoyed my time here at the company immensely and will miss working with the team. I’m so grateful to have had the chance to work with you all, and I know the skills I’ve learned over the past five years will serve me well in my new adventure.

Please let me know what I can to do to ease the transition. I’m happy to help train my replacement, and can also provide a quick cheat sheet to the client list for anyone who’s taking over my duties on a temporary basis.

Thanks again for everything.

Best,

Jane Roberts