

# Resignation Letter

Heena Savaliya  
214, Sarita Society,  
Surat-395010  
8469066684  
Heenasavaliya2704@gmail.com

7th January 2021

Adbiz Directory Services Pvt.Ltd.,  
1002,Luxuria Trade Hub  
Near,VR Mall Dumas Road,  
New Magdalla,  
Surat, Gujarat 395007

Dear HR representative:

I regret to inform you that I will be leaving Adbiz Directory Services pvt.ltd. in one days' time. Due to unforeseen personal issues, I am unable to continue to carry out the responsibilities of my role and I feel it is in the company's best interest that I vacate the position. My last day will be 8th January 2021.

This was not an easy decision and I do hope that my departure will not cause you or Adbiz Directory Services pvt.ltd. any hardship or inconvenience. Please feel free to reach out to me if I can assist with finding a replacement or do anything else to make the transition as smooth as possible for everyone.

Thank you for the opportunity to contribute to your team and for your understanding. I've enjoyed working for Adbiz Directory Services pvt.ltd. and I cherish my time here. It is my hope that we will be able to stay in touch. I look forward to seeing how Adbiz Directory Services pvt.ltd. grows in the future.

Sincerely,



Heena Savaliya