

**John Daniel Cabusas**

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**October 17, 2025**

**Mr. John P. Cruz**

Human Resources Manager

BrightTech Solutions Inc.

Mandaluyong City, Metro Manila

**Subject:** Resignation Letter

Dear Mr. Cruz,

I am writing to formally resign from my position as **Administrative Assistant** at **BrightTech Solutions Inc.**, effective **October 31, 2025**.

This decision was made after careful consideration of my personal and career goals. I truly appreciate the opportunities and support that the company has given me during my stay. Working with the team has been a rewarding experience, and I am grateful for the knowledge and skills I've gained.

I will make sure to complete all pending tasks and assist in the transition process to ensure a smooth handover before my departure.

Thank you once again for the guidance and trust extended to me. I wish **BrightTech Solutions Inc.** continued success in the years ahead.

Sincerely,

**John Daniel Cabusas**