From, 13/06/2018

Narendraprasad KG

Kalarikkal House

Puthur

TO,

THE MANAGER

FABSTUDIOZ

THRISSUR

SUBJECT: RESIGNATION FROM THE POST OF WEB DEVELOPER

Respected Madam,

I am writing this letter to let you know that I will be leaving the position that I hold in FAB STUDIOZ , as the web developer, as I cannot continue because of personal reasons. I have benefited from working in this company. I have gained experience and enormous professional growth. I have enjoyed working with a supportive and wonderful team for 4 months.

As required by my employment contract I am giving one month notice, effective today. I would like to relieve from our company on 21/10/2018 .

Please let me know what I can do to assist with the transfer of my responsibilities before I leave. I would like to take this opportunity to thank you and FAB STUDIOZ for having me as part of your team. I wish you all the best for the future.

Yours sincerely

Narendraprasad KG