Danish Nawaz   
Zangi Khel, Lakki Marwat  
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\_/\_/2024  
  
HR Admin  
HR  
ZKB  
ZKB Branch office Peshawar Sahib Zada Abdul Qayyum Rd  
25150  
  
Dear HR Admin,

I am writing to formally resign from my position as Assistant Lab Technician at ZKB Company. My last day of employment will be \_.\_.2024, in accordance with the company's standard notice period.  
  
 I am grateful for the opportunities for professional and personal development that I have had during my time at ZKB. I have enjoyed working with my colleagues and contributing to the company's goals. However, after careful consideration, I have decided to pursue a new opportunity that aligns more closely with my long-term career objectives.  
  
 I will do everything possible to ensure a smooth transition during my remaining time here. I am willing to assist in training a replacement and completing any outstanding projects or tasks.  
  
 Thank you for your understanding and support. I have appreciated being a part of the ZKB team and wish the company continued success in the future.  
  
Sincerely,  
  
Danish Nawaz