

Resignation email

Subject: Resignation – Mahima Raol

Dear Sneha Parmar,

I am writing to formally resign from my position as Web Designer at Aqua Infosoft. My last working day will be September 30, 2024, two weeks from today.

I am grateful for the opportunities and experiences I have gained while working here. I have learned a lot and enjoyed being part of the team. I will do my best to ensure a smooth transition and complete any pending tasks before I leave.

Thank you for your guidance and support during my time here.

Best regards,
Mahima Raol
Web Developer
Contact Number: 9979442369