[**From-manishaakumawat16@gmail.com**](mailto:From-manishaakumawat16@gmail.com)

**To-** [**xyz@gmail.com**](mailto:xyz@gmail.com)

**CC-**

**BCC-**

**Subject:** Resignation Letter – Manisha Babulal kumawat

**Dear [Manager’s Name],**

I hope you're well.

I am writing to formally resign from my position as **Data Analyst** at Morwal fabric, effective **[Last Working Day, typically two weeks from the date you send this]**.

Working at morwal fabric has been a valuable experience, and I am truly grateful for the opportunities to grow professionally and personally. I’ve learned a great deal and enjoyed working with a talented and supportive team.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you again for the support and guidance. I wish the company continued success in all its endeavors.

Warm regards

Manisha