






<b>To</b>	 Person  Person  Person
<b>Cc</b>	 Person
<b>Bcc</b>	 Person
<b>Subject</b>	Resignation notice

Dear Sir,

I hope you are well. I am writing to formally resign from my position as Sales Executive at ABC Enterprise, effective for 30-05-2025.

This was not an easy decision, as I have truly valued my time here and appreciate the support, guidance, and opportunities I have received. Working with you and the team has been a rewarding experience, and I am grateful for the knowledge and skills I've gained.

I will do my best to ensure a smooth transition and complete any pending work before my departure. Please let me know how I can help during this period.

Thank you once again for the opportunity. I wish you and the team continued success.

Sincerely,

XYZ

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