**Subject:** Resignation – Satyasai Polai

**Respected Plant Head Mr. P.K. Dash,**

I hope this email finds you well. I am writing to formally resign from my position as **Melting Engineer** at **Shyam Metallic**, with my last working day being **20-05-2024**, in accordance with the notice period of two weeks from the date of this email.

This decision was not an easy one and comes after careful consideration of my career goals. Working at Shyam Metallic for the past **5 years and 6 months** has been an incredible experience. I am deeply grateful for the opportunities to grow, the support from my colleagues, and the valuable Knowledge I have gained during my time here.

I will do my utmost to ensure a smooth transition during my notice period. Please let me know how I can assist in completing my responsibilities or training my replacement to facilitate a seamless handover.

Thank you once again for the opportunity to contribute to Shyam Metallic. I hope to stay in touch and look forward to seeing the company continue to thrive in the future.

Wishing you and the team continued success.

**Sincerely,**  
Satyasai Polai