**4. Resignation Email**

**To:** [**Ketuchaudhary1110@gamil.com**](mailto:Ketuchaudhary1110@gamil.com)

**Subject:- Notice of Resignation**

**Dear Sir,**

**I am writing to formally resign from my position as Data Analytics at TechWeb Company, and effective from Last Working Day e.g., two weeks from today.**

**I am grateful for the valuable experiences and opportunities provided to me during my time here.**

**Thank you,**

**Pooja soni**