Email 5: Resignation Email

From : pragatibala15@gmail.com

To : rxyz@gmail.com

Subject: Notice of Resignation

Dear Anjali,

I hope this email finds you well. I am writing to formally announce my resignation from my position as Associate Service Coordinator at Aisect limited.

This decision was not easy, as my time at Aisect has been incredibly rewarding. I have greatly valued the opportunities for growth and the support from both you and the team. However, I have decided to pursue as frontend developer and for further study I have to join new institute.

I am committed to ensuring a smooth transition and will complete all outstanding tasks before my departure. Please let me know how I can assist during this period.

Thank you for your guidance and the opportunities provided during my tenure. I hope to stay in touch and wish the company continued success.

Best regards,

Pragati Bala