**To:** [**hr@xyzcompany.com**](mailto:hr@xyzcompany.com) , [**owner@xyzcompany.com**](mailto:owner@xyzcompany.com)

**CC:** [**info@xyzcompany.com**](mailto:info@xyzcompany.com), [**owner@xyzcompany.com**](mailto:owner@xyzcompany.com)

**Subject: Resignation Notice**

Dear Sir/Mam,

I hope you are doing well.  
**I am writing to formally resign from my position of React Developer role at XYZCompany, effective from next Saturday, 10 days from now.**

I sincerely appreciate the opportunities and experiences I’ve gained during my time here. It’s been a valuable part of my professional journey.

**Please let me know how I can assist in ensuring a smooth transition.**

**Thank you for your support!**

**Regards,**

**Pradeep Khatri**

**[+91-9828835749,**

**pradeepkhatri44@live.com]**