

Assignment of Soft Skill

Name : Shivam Bavda

Module 1 Effective Communication

Q.4 Resignation Email

Subject: Resignation – [Your Full Name]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [last working day, typically two weeks from today, e.g., July 21, 2025].

This was not an easy decision, and I have greatly valued the opportunities and experiences I have had here. I am especially grateful for your support and guidance during my time with the team.

Over the next [notice period, e.g., two weeks], I will do everything I can to ensure a smooth transition. Please let me know how I can assist in transferring my responsibilities.

Thank you again for the opportunity to be part of [Company Name]. I wish you and the company continued success.

Sincerely,
[Your Full Name]