Resignation E-mail

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Subject :- Resigning Due to Pursuing Further Studies

Dear Pooja,

I  hope you're doing well. I am writing to formally resign from my position as Accounting Director at Rapidops.

After careful consideration, I have decided to pursue further studies to advance my career. This decision was difficult, as I greatly valued my time and experiences at Rapidops.

I will ensure a smooth transition of my duties and be available to assist with any queries or training needed during my notice period.

Thank you for your support and for the opportunities I have been given during my time here.

Best regards,

Kritika