From: akash123@example.com  
To: [anilpandey@gmail.com](mailto:anilpandey@gmail.com)

Subject: Resignation Notice

Dear disha mam,

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective [last working day, typically two weeks from the date of the email].

I appreciate the opportunities for professional and personal development that you have provided during my time here. I have enjoyed working with the team and am grateful for the support and guidance I've received.

Please let me know how I can assist during the transition period.

Thank you for everything.

Best regards,  
Akash  
Mobile: 12345567890