### **9. Resignation Email**

**Subject:** Resignation – Ankita Gondaliya

Dear Sir,

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day].

I sincerely appreciate the opportunities and support provided during my time here. I will ensure a smooth transition and assist in handing over my responsibilities.

Thank you for everything.

Best regards,  
 Ankita Gondaliya