

Resignation Email

To : rajgupta@ymail.com
From : ketanbomevar@kmail.com
Subject : Resignation of job

Dear Mr.Raj Gupta Sir,

I hope this email finds you well. It is with a mix of emotions that I write to officially inform you of my decision to resign from my position at xyz company. After careful consideration, I have decided to take on a new opportunity that aligns with my career goals and aspirations.

My last working day at xyz company will be 2024. I assure you that I will do my best to ensure a smooth transition during this period. I am more than willing to assist in training a replacement or pass on my duties to a designated colleague.

I want to express my deepest gratitude for the opportunities, support, and experiences that I have gained during my tenure at xyz company. I have enjoyed working

here and have learned a great deal from you and my colleagues. I am thankful for the guidance and encouragement I have received.

Please let me know if there are specific tasks or responsibilities you would like me to prioritize during my notice period. I am open to discussions regarding the transition process and will ensure that all pending work is completed before my departure.

Thank you once again for the opportunity to be a part of xyz company . I look forward to staying in touch and hope our paths cross again.

Warm regards,

Ketan Bomevar