Hi

Please accept this as my official notice of resignation from the position of … . As per the stated agreement in my offer letter, I will be serving 30-days of notice and hence my last working day will be …

I would like to take this opportunity to thank each of you for your continuous support and the immense learning I acquired during my stay here. This wouldn’t have been possible without this amazing team I got to be a part of but as I move on to pursue my next venture, I reinstate that this phase of my career will always be a memorable one for me.

I wish you the best for all your future endeavors and please feel free to drop in a ‘Hi!’ on my personal no. anytime. 😊

During my notice period, I’ll ensure the handover to be as detailed as possible for a seamless transition. Do let me know if there’s anything else required from my end to facilitate the same.

Thanks