**To: HR Department**

**From: Dhruv Prajapati**

**Subject: Resignation mail - Dhruv Prajapati**

**Greetings of the day**

**Respected sir/ma’am**

**Please accept this email as formal notification that I am resigning from my position as cybersecurity analytics of NEXT GEN company, from 26/02/2025.**

**This was not an easy decision and I have given it careful consideration. I would like to express my sincere gratitude for the opportunities I have been given during my time at NEXT GEN. I have learned and grown significantly, and I appreciate the support and guidance I have received from my colleagues and managers.**

**I have recently accepted an offer for a Cybersecurity Engineer and Analytics Head position at a multinational company based in European country.**

**I am committed to ensuring a smooth transition during my remaining time here. I am happy to assist in training my replacement and documenting my current projects to minimize any disruption.**

**Please let me know if there is anything I can do to facilitate the handover process.**

**Thank you again for the opportunity to work at NEXT GEN. I wish you and the company all the best in the future.**

**Sincerely,**

**Dhruv Prajapati**