2022/02/21  
  
Enish Pandey  
Manager  
BH-19  
  
Dear Enish Pandey,

I am writing to formally inform you of my resignation from my position as Assistant at Enish Multi Agro. In accordance with the period of notice agreed within my contract, my last day will be 2022/23/21.  
   
I have truly appreciated your guidance and friendship during my employment, however I feel that it is time for me to move on in my career.. Therefore, I would be grateful if you could confirm receipt of my notification and of my leaving date.  
   
I would like to take this opportunity to thank you for all of the opportunities presented to me within the period of my employment. I have enjoyed my time working at Enish Multi Agro, however, in the best interests of my career, I feel that the time is right to move on.  
  
Finally, if there is anything I can do to ensure a smooth and efficient handover process, please do not hesitate to let me know.   
  
I wish you all the very best for the future.  
  
Thank you.  
  
Yours sincerely,  
Enish Pandey  
BH-12