Paul Andrie N. Coronel

[06/16/2025]

[Manager's Name]

[Manager's Title]

[Company Name]

[Company Address]

Dear Sir Alfred,

Please accept this letter as formal notification that I am resigning from my position as Junior Software Engineer at MMC. My last day of employment will be [last day date].

I want to express my gratitude for the opportunity to have worked at MMC for the past 2 Years. I have learned a great deal and appreciate the experiences I've gained during my time here.

I am committed to ensuring a smooth transition during my departure. Please let me know how I can assist in transferring my responsibilities to my successor.

I wish you and MMC all the best for the future.

Sincerely,

Paul Andrie N. Coronel