Dear Muhammad Majid,

I am writing to formally notify you of my resignation from the position of Web Developer with Globital Marketing. In accordance with my notice period, my final day will be --------.

I have been offered another role that will halve my daily commute and allow me to spend more time with my family outside of working hours.

I have thoroughly enjoyed my time at Globital Marketing over the last 2-28-2022 and would like to thank you for all of the opportunities I have been afforded here.

In the coming weeks before ---------, I am fully committed to providing assistance in ensuring a smooth transition.

Sincerely,

Hasnain Ghafoor

Thanks.