# 9. Resignation Email

From: jaypgopani05@gmail.com

To: manager@4ssolutions.com

Subject: Formal Resignation Notice

Dear Manager,  
  
Please accept this as formal notice of my resignation from my role as Senior Associate Manager, effective two weeks from today. This decision was not easy, as I have greatly valued the learning and growth I’ve experienced at 4S Solutions.  
  
I will do my best to ensure a seamless transition and handover of responsibilities.

Thanks and Regards,  
Jay Gopani  
Senior Associate Manager  
4S Solutions Pvt. Ltd.  
London, ON  
N5Y3B4