

th of

Dear ,

Please accept this letter as notice of my resignation from the position of at .

As per the terms of my employment contract, I will continue to work for the company for the next 4 weeks, completing my employment on the th of .

I have enjoyed being a part of the team and am thankful for the opportunities you have given me during my time here. If there are any areas in particular you would like me to focus on during my notice period, please let me know.

I hope that I can rely on you for a positive reference in future.

Yours sincerely,

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Jose B. Gomes