From: Shahriar Ahmed Zisan  
jishan0908@gmail.com  
01975666818

November 18, 2021

To:   
Human Resource and Accounts, Icmsoft  
F3, Raja Villa  
113 Lake Circus  
Kolabagan, Dhaka 1205

Dear Sir,

This letter represents my official notice of resignation from my position of Software Engineer with Icmsoft effective from 18th of October, 2021.

It has been a gratifying experience to work alongside the individuals at Icmsoft. I appreciate the knowledge and experience I have gained during my time here.

I believe one week will be sufficient for you to find a replacement and I’d like to offer my assistance in training any person to take over my responsibilities.

Thank you for your support and co-operation.

Sincerely,

Shahriar Ahmed Zisan