Subject: Notification of Resignation

Dear Mayur Patel,

Please accept this email as formal notice of my resignation from my position as Quality Control Engineer at XYZ company, effective 30/05/2025.

This was not an easy decision, as I have genuinely enjoyed working with you and the team. I am grateful for the opportunities and support I’ve received during my time here, which have contributed greatly to my professional and personal growth.

I appreciate the opportunities I have had while working at XYZ company, and I am grateful for the experience and knowledge gained during my time here.

However, I have decided that it is time for me to move on and explore new opportunities.

I will do my best to ensure a smooth transition of my responsibilities and complete any outstanding tasks before my departure. If there is anything specific you would like me to focus on during my remaining time here, please let me know.

Thank you again for the experience and support. I wish the company continued success in the future.

Warm regards,

Kajal Patel