

[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

To Whom It May Concern,

I, ramu kaka, holding the position of system admininstrator, am writing to formally resign from my position at [Your Company Name].  
My last working day will be 2024-10-20.

Reason for leaving: i want to resign

I would like to take this opportunity to express my gratitude for the opportunities I have received during my time at [Your Company Name].  
I appreciate the support and guidance provided to me during my tenure.

Thank you for everything.

Sincerely,  
ramu kaka