

John

Resignation Letter

2025-01-28

Masstech

hiringManagerName

Masstech

To Masstech:

Kindly accept this letter as my formal resignation as a staff member of Masstech. My last day is expected to be on 2025-01-30.

I am incredibly grateful for the opportunities that I have been given in this post. I would also like to thank you for being supportive of my professional growth. [Highlight moments or people during your tenure that you are thankful for].

Let me know how I can help in making the transition of responsibilities as seamless as possible for everyone involved.

Best wishes,

John

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 Masstech

 83274634

 masstech@gmail.com