Subject: Resignation Email

Hi Sir,

I am writing this email to announce my resignation from Gray Parikh Architects Pvt Ltd.

Please accept this letter as formal notification that I am resigning from my position of Project Civil Engineer and Jr. Design Engineer Incharge.

Thank you so much for the work opportunities that you gave me for my growth during the past 2.5 Years. I really enjoyed and loved the opportunities I’ve got the chance to work upon which I will take with me throughout my career.

I wish the organization continued success, and I hope to stay in touch in the future.

Thanks & Regards,

Kush Panchal