

Dear Ankur Parekh (Manager, HR),

Please accept this letter as formal notification that I am resigning from my position as **Sale and dispatch executive** with **NBP TECHNOLOGY LLP**. My last day will be **Friday, November 22**

Thank you so much for the opportunity to work in this position for the past 1 years. I've greatly enjoyed and appreciated the opportunities I've had to grow our team and work with my fellow colleagues, and I've learned so much about sales and dispatch strategy which I will certainly take with me throughout my career.

I had done everything possible to wrap up my duties in the past two weeks. Please let me know if there's anything else I can do to help.

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

Sincerely,

Patel Sanket
Web Developer
NBP Technology LLP