

Greeting of the day

Subject: Resignation

Respected Sir,

I am writing to formally resign from my position as Manager at XYZ company, with my last working day being January 1, 2000. This decision has not been easy, but after careful thought, I have decided it's time for me to pursue new opportunities.

I am grateful for the support, growth, and experiences I have gained during my time at XYZ Company. It has been a pleasure working alongside such a talented team, and I appreciate the guidance and opportunities that helped shape my professional development.

I will do everything I can to ensure a smooth transition during my notice period. Thank you for your understanding, and I wish you and the team continued success in the future.

Sincerely,

Tayyab