**Subject:** Notice of Resignation

Dear Disha Ma’am,

I hope this email finds you well. After much thought and careful consideration, I have decided to resign from my position as Data Analyst at Tops Technologies, effective 30/09/2024. This decision has not been an easy one, but I believe it is the right time for me to explore new opportunities and challenges that align with my career goals.

I am truly grateful for the support, guidance, and opportunities I have received during my time at Tops Technologies. Working alongside such talented colleagues has been an invaluable experience, and I have learned a great deal that I will carry forward in my career. I am committed to ensuring a smooth transition over the next few weeks and will do my best to complete all outstanding tasks before my departure.

Please let me know how I can assist with the transition process, whether it be training my replacement or handing over ongoing projects. Thank you again for your leadership and for the opportunity to grow in this role. I wish the company continued success, and I look forward to staying in touch.

Sincerely,  
Panjwani Vasim Nurddin  
Data Analyst  
Tops Technologies