

M UMA NAGA BHARATHI
CMR Institute of Technology,
Bengaluru-560043

29 December 2022

RAJU
HR
Infosys
Bengaluru
Karnataka

Dear Raju,

Please accept this letter as formal notice of my resignation from my position as Administrative assistant at Infosys. My last day of employment will be Saturday 31st December 2022.

Thank you for giving me the opportunity to work in this position for the past 5 Years.. I have thoroughly enjoyed working here and appreciate all of the opportunities you have given me. However, I have decided it is time for me to move on to my next challenge.

I would like to do anything I can to help with the transition, including wrapping up my responsibilities and training other team members. If I can be of any other assistance during this time, please let me know.

Thank you again for the opportunity, and I wish you and Infosys all the best for the future.

Yours sincerely,

M UMA NAGA BHARATHI