

## Soft skills Assignment (Email Writing)

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### Resignation Email

Subject: Resignation from QA Engineer

Dear Vikram Sir,

I hope you are well. After careful consideration, I have decided to submit my resignation from my position as QA Engineer at XYZ Infotech, with my last working day being September 30, 2024.

I want to express my gratitude for the opportunities and experiences I have gained while working here. I will ensure a smooth transition during my notice period and assist in any way necessary to make the process easier.

Thank you for your support.

Sincerely,

Puran Choudhary