Subject: Resignation Email

Hi Sir,

I am writing this email to announce my resignation from Kataria Automobile Pvt Ltd.

Please accept this letter as formal notification that I am resigning from my position of Lobby Incharge.

Thank you so much for the work opportunities that you gave me for my growth during the past 4 months. I really enjoyed and loved the opportunities I’ve got the chance to work upon which I will take with me throughout my career.

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

Thanks & Regards,

Ronak Kshatriya