

To,  
HR Manager,  
**Bharat Electronics Limited,**  
**Panchkula, Haryana**

**Date:**

**(Through Proper Channel)**

**Subject: Resignation from my position**

Respected Sir/Madam,

My name is **Sajan Kumar**, and I am currently working in the **Testing Department** as a **Trainee Engineer**. I have been associated with this organization for the past

I have recently received a better career opportunity that aligns more closely with my long-term professional goals. After careful consideration, I have decided to pursue this opportunity. Therefore, I hereby submit my resignation, and my last working day will be

I am sincerely grateful for the support, guidance, and opportunities that I have received during my tenure with **Bharat Electronics Limited**. The experience and skills I have gained here will always remain valuable to me.

Thank you very much for your cooperation and encouragement throughout my time with the company.

Sincerely,  
**Sajan Kumar**  
**Trainee Engineer/ Testing**  
**BEL Panchkula**  
**Staff No. 82003744**