**Subject: Resignation**

**Dear Mam,**

**I hope you're doing well. I am writing to formally resign from my position as Employee at Sonata Software, effective 27 November.**

**After careful consideration, I have decided to pursue further studies to advance my career. This decision was difficult, as I greatly valued my time and experiences at Sonata Software.**

**I will ensure a smooth transition of my duties and be available to assist with any queries or training needed during my notice period.**

**Thank you for your support and for the opportunities I have been given during my time here.**

**Sincerely,**

**Sanjana Gaadhe**