

SOFT SKILL ASSIGNMENT

Module 1: Effective Communication

9. Resignation Email

Subject: Resignation from Web Developer Position

Dear Mr. Kumar,

I hope you're doing well. I'm writing to formally submit my resignation from my role as Web Developer at Tech Innovators Pvt. Ltd., effective December 18, 2024.

Working at Tech Innovators has been a truly rewarding experience. I'm incredibly thankful for the opportunities to grow, both professionally and personally, and for the support and guidance I've received from you and the team.

This wasn't an easy decision to make, but I feel it's the right time to explore new opportunities. I'm committed to making this transition as smooth as possible and am happy to assist in handing over my responsibilities.

Thank you for your mentorship and support throughout my time here. I hope we can stay in touch.

Warm regards,
Shakshi Shah
WebDeveloper
shakshi1012@gmail.com