

Subject: Resignation letter.

Dear Sir,

I am writing to formally resign from my position at XYZ Solution private limited effective 1<sup>st</sup> May.

I appreciate the opportunities I have had during my time here and am grateful for the support and guidance from you and my colleagues. I have learned a great deal and enjoyed working with the team.

I will do my best to ensure a smooth transition and complete any outstanding work before my departure.

Thank you once again for everything. I hope to stay in touch.

Sincerely,

Snehal Kapadiya

Team Leader

XYZ Solution private limited

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