Date: 22/02/2018

Place: Chennai

Dear Vinibha,

Please accept my resignation from the position of software engineer, effective one month from today as I am in Probation. My last day at DSRC will be 23th of March.

I have accepted a position with another company that will further my growth and development in my career. I have enjoyed working at DSRC and will miss my colleagues. However, this new position will challenge my growth and further my career.

During the next one month, I am willing to help you in any way to make the transition as smooth as possible. This includes assisting in recruiting and training my replacement. Please let me know if there is anything specific that you would like me to do.

Again, it has been a pleasure working as a part of your company. Thanks for giving this great opportunity.

Thanks&Regards

Shanthana pandiyan.G

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EmpId: 2700

Employee Signature: ………………………………………………..