**4. Resignation Letter**

**Subject:** Resignation Letter

Dear Pooja Acharya,

I hope this message finds you well. I am writing to formally resign from my position at Rushkar Technology Pvt Ltd, effective last working day, typically two weeks from the date you send the email.

This decision was not made lightly, and I am grateful for the opportunities I have had during my time here. I appreciate the support and guidance you and the team have provided, which has greatly contributed to my professional growth.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for the opportunity to be a part of Rushkar Technology Pvt Ltd. I look forward to staying in touch.

Sincerely,

Name : Utsav R Bhagat

Position : Analyst

Contact No. : 9512371008