



## Leave Notice

Dear FixingDots Team,

I am writing to formally announce my resignation from my position as [Your Position] at FixingDots Company. My last working day will be [Last Working Day], providing the standard two-week notice period as per our employment contract.

I have greatly appreciated the opportunities and experiences that FixingDots Company has provided me during my time here. I am grateful for the support and guidance from my colleagues and the chance to contribute to the growth and success of the company. This decision was not made lightly, and I have spent considerable time reflecting on my career goals and future plans.

During my notice period, I am committed to assisting in the transition and ensuring a smooth handover of my responsibilities. I am available to train my replacement, complete pending projects, and assist in any way necessary to minimize disruptions.

I would like to express my gratitude to the entire team at FixingDots Company for their professionalism, support, and camaraderie. I am confident that my time here has been invaluable in my professional development, and I leave with many fond memories.

Please let me know how you would like to proceed with the transition process and any specific tasks you would like me to complete before my departure. I am more than willing to facilitate the transition in any way that makes the process as seamless as possible.

Thank you once again for the opportunities and experiences I have gained at FixingDots Company. I wish the company continued success in the future.

Sincerely,

FixingDots Pvt. Ltd