

Resignation Letter

Date: 19-June-2024

Dear Human Resource Department,

I am writing to formally resign from my position as Area Sales Coordinator for the Jaipur, Rajasthan region, effective from 19th June 2024. My last working day will be 14th July 2024.

I have thoroughly enjoyed my time at the company and am grateful for the opportunities for professional development and growth that I have been provided with during my tenure. However, I have recently been presented with a new and exciting opportunity that aligns more closely with my long-term career goals and aspirations.

I want to express my gratitude to the entire team for their support and guidance throughout my time here. I have learned a great deal from my colleagues and have truly valued the relationships I have built during my time at the company.

I will do everything possible to ensure a smooth transition before my departure. I am more than willing to assist in finding and training my replacement, as well as completing any outstanding tasks or projects to the best of my ability.

I want to thank you and the entire HR department for your understanding and support during this time of transition. I am confident that the company will continue to thrive, and I wish you all the best in the future.

Thank you once again for the opportunity to be a part of this organization.

Sincerely,



Ajay Kumar Vishwakarma

Employee ID: 1064