

Resignation Email

From,
Arshad Khan
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Date: 10 May 2022

To,
Neil Kewsgu,
XYZ Company Co. Ltd
neil2@gmail.com
(+1213)-344-886-3921

Dear Neil Sir,

I am writing this letter to resign from the post of Content Writer, which I had been working on part-time. Your company has polished my writing skills and made me learn to deal with clients professionally.

I have got a full-time opportunity in a prestigious organization therefore, I have decided to join that to grow my career. Thank you for your guidance and support. The opportunity you gave me has paved the to my growth.

Thank You.

Yours sincerely,
Arshad Khan