

# Resignation Email

From,  
Arshad Khan  
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(+91)-97763154422

Date: 10 May 2022

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

Dear Neil Sir,

I want to state through this letter that I am resigning from the post of Operations Executive which I had been serving for three years. There was a lot to learn working here in the organization. After analyzing, I came to the decision of taking my career further ahead.

I hope you'll understand. You have always supported me therefore, I will always be grateful to you. Also, if I can be of any help in the transition process, please let me know.

Thank You.

Yours Sincerely,  
Arshad Khan