

Dear Boss,


I am writing to formally resign from my position as [Your Position] at [IT Company Name], with my last working day being [Last Working Day], in accordance with the notice period stipulated in my employment contract.

I want to express my sincere gratitude for the opportunities and experiences I've had during my time at [IT Company Name]. It has been an incredible journey, and I have had the privilege of working alongside an outstanding team of professionals.

After careful consideration, I have decided to take a new direction in my career. This decision wasn't easy, as I have cherished my time here and the projects we've accomplished together. I am immensely proud of our collective achievements.

During my notice period, I am committed to ensuring a seamless transition. I am more than willing to assist in the transfer of my responsibilities, provide training to my successor, and complete any pending projects. Please let me know how I can best contribute to this process.

Sincerely,
Hardik Savani

A rectangular box containing a handwritten signature in black ink. The signature is stylized and appears to read 'Hardik Savani'.