**20 July 2025**

**From,**

**Rajesh Sharma**

**example@email.com**

**+91-9876543210**

**To,**

**Mr. Amit Verma**

**HR Manager**

**TechNova Solutions Pvt. Ltd.**

Subject: Resignation Letter

Dear Mr. Verma,

Please accept this letter as formal notice of my resignation from the position of **Senior Software Developer** at **TechNova Solutions**, effective **20 August 2025**.

I am thankful for the opportunities I’ve had here and appreciate the support from the team.

I will ensure a smooth transition before my last working day.

Sincerely,

Rajesh Sharma