**Nironjan Boro**

**House No. 34, Lamp Road**

**Guwahati, Assam, 781003**

[**example@email.com**](mailto:example@email.com)

**+91 9876543210**

**July 21, 2025**

**To,**

**Ankur Goswami**

**XYZ Consultant Pvt. Ltd.**

**Galaxy Grand, 5th Floor, Dispur, Assam, 781006**

Subject: Resignation Letter.

Dear Goswami,

I am writing to formally resign from my position as Senior Accountant at XYZ Consultant Pvt. Ltd., effective 5 August, 2025, as per the notice period.

I am grateful for the opportunities and support I’ve received during my time here. It has been a valuable experience, and I appreciate the chance to grow professionally.

Please let me know how I can assist during the transition period.

**Sincerely,**

Nironjan Boro