

Letter

Dear Bob,

I am writing this letter to inform you that I am resigning from the post of "Software Developer". This marks 20th September 2021 as my last working day with the organisation.

Cooking is my hobby and I always wanted to become a professional chef.

Since past few months, I have been taking professional cooking classes and enjoyed a lot. Recently, I got a full time job opportunity from one of the prominent restaurants in the city and have decided to switch to the new career path.

only It is very difficult to say good bye to a team, you have worked for more than six years. During this time span I not only improved my technical skills but also built my social network with smart and intelligent people. I will definitely miss the wonderful time I have spent with the organisation.

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I would be requiring a reference letter for completing the background verification formality required in my next organization. I would be grateful if you can provide the same.

I am looking forward to your response.

Regards,
Akshay Kumar