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May 28, 2026

Director of Engineering
Tech Giants Inc.
100 Corporate Parkway

Dear Director of Engineering,

Please accept this letter as formal notification that I am resigning from my position as Senior Software Engineer at Tech Giants. My last day will be two weeks from today.

I would like to express my sincere gratitude for the opportunities I've had during my time with the firm. I am extremely proud of the parallel build architectures and clean deployment workflows we implemented.

I will do everything possible to ensure a smooth transition of my projects and responsibilities prior to my departure. Thank you once again.

With warm regards,

Employee Name