

Abdul Nasir

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Dated: 24/04/2024

Maria Kibtiya Design Studio

OPF Society 327-D, Lahore Punjab, Pakistan

Dear Maria Altaf,

Please accept this letter as formal notification that I am resigning from my position as **HR/IT Manager** at **Maria Kibtiya Design Studio**. My last day of employment will be **11/05/2024**.

I want to thank you for the opportunity to work at **Maria Kibtiya Design Studio** for the past **08 Months**. I have appreciated the challenges and learning experiences, the supportive team environment.

I am happy to assist with the transition process in any way I can. Please let me know how I can best help to ensure a smooth handover of my responsibilities.

Thank you again for everything. I wish you and the company all the best in the future.

Sincerely,

Abdul Nasir