**RESIGNATION LETTER FOR NEW JOB OPPORTUNITY**

Hello Rohit,

This is to let you know that I am resigning from my position as Research Executive with Big Bull Securities Limited, effective 17 March, 20XX. It was a tough decision, but after detailed consideration, I have finally decided to enrol for a full-time, on-campus program offered by the Institute of Chartered Financial Analysts of India.

Working in Big Bull Securities Limited has been a fantastic experience. I am grateful to the company for providing me various opportunities and experiences during this three-year period. The skills and learning I gathered in this organisation will be immensely helpful in my new career. I will fondly remember the time spent in this company.

Please let me know if I can be of help in any manner during this period of transition. I would be glad to offer my help in transferring knowledge and handing over my duties to my replacement.

I would also like to know about my provident fund accruals and the other employee benefits I am entitled to. Can we have a meeting when you visit Vizag next week?

Warm Regards,

Divakar Madhav