To  
The Manager,  
G4S Security Solutions,  
Yousfuguda,  
Hyderabad 500045.

Sub: Resignation letter.

Dear Sir/Madam,

My name is Ravi Kumar Sahu, and I work as a Security Guard at G4S Security Solutions. I am writing this to inform you about my resignation from my position effective from 30 June 2024.

I am resigning to pursue further studies/ due to another job opportunity. I am grateful for your support and cooperation during my tenure here.

I am ready to hand over my duties to my replacement during the notice period.

Thanking you.

Sincerely,  
Your name,  
[Signature].