

# Sophia Roberts

Project Engineer

To

**Mr. Matthew Taylor**  
Tech Solutions Engineering

Dear Mr. Taylor,

I am writing to inform you of my resignation from my position as Project Engineer at Tech Solutions Engineering, effective 30 days from today's date, April 15, 2021. This decision follows careful consideration of my career objectives and future professional growth.

I am grateful for the valuable opportunities and technical expertise I have acquired during my tenure at Tech Solutions Engineering. Collaborating with our team on innovative projects has been both stimulating and rewarding.

During my notice period, I am committed to facilitating a seamless transition for ongoing projects. Please let me know how I can assist in transferring project responsibilities or supporting the team during this transition. I have full confidence in the team's ability to continue delivering groundbreaking solutions under your leadership.

Thank you once again for your mentorship and guidance. I look forward to staying connected and observing Tech Solutions Engineering's continued success in driving technological advancements.

Warm regards,

Sophia Roberts