

Name of the sender

Address

Date

To,

Name of the Recipient:

Designation:

Company Name:

Address:

Salutation (Dear Sir \ Madam) :

Subject:

Dear Sir / Madam,

I would like to inform you that I am resigning from my position as (Name of your designation) for the (Name of the Company), effective from (Date & year).

Thank you for your support and the opportunities that you have provided me during the last (Number of Years) . I have truly enjoyed my tenure with (Name of Company), I got to learn a lot in this company. And I will be able to use this experience in my own life. and I am more than grateful to this encouragement you have given me in pursuing my professional goals and personal growth objectives.

If I can be of any assistance during this transition in order to facilitate the seamless passing of my responsibilities to my successor, please let me know. I would be glad to help however I can.

You're Sincerely,

You're Name

Signature