Sir / Madam,

Please accept this letter as formal notice of my resignation as **Your Designation** from **Name of Current Company**.

It has been a pleasure working with you and Mr. \_\_\_\_\_\_\_\_ over **One / Two / Five Years**. I would also like to thank Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_ for his guidance during my tenure in the company. Last but not least to thank to all my colleagues of **Company Name** to support for their cooperation during my journey with this esteemed Organisation.

I wish you as well as all the staff all the best and hope to make this company to be a leader in **Automobile / Oil / Steel Industry**.

As discussed with you, please consider my notice period from today onwards.

Thanks & Regards,

Name | **Designation**| **Cell No**

**Residence Address**