Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

To

Mr. \_\_\_\_\_\_\_\_\_\_\_\_,

Head **Department**,

**Address**

Dear Sir / Madam,

You are requested to consider this letter as notice of my resignation from the post of **Designation at Company’s Name,** effective from today due some personal reason.

During my transit period I can handover all my responsibilities to any one in my department you deem it appropriate.

I would like to thank you for your support, guidance and advice during my tenure with this esteemed organization.

I wish the management and the company all the best for the future endeavor.

With kind regards,

Name of the resigned employee