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

To

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

Head **Department**,

**Address**

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

Please accept my resignation from the post of **Designation at Company’s Name,** effective from today due some personal reason.

I would like to appreciate the opportunity, growth and recognition given to me during my association with the company.

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

Please let me know if I can able to help you during my transit period.

I wish the company and all its employees shall reach to the expected ladder of the Goal.

Yours truly,

Name of the resigned employee