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

To

Mr./Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Subject: Letter of resignation for the service of company\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_.

Dear Sir / Madam,

This is letter of communication shall consider as my formal notice of resignation from the services of the company\_\_\_\_\_\_\_\_\_\_ as designation\_\_\_\_\_\_\_\_\_\_\_\_\_ from today and my last working day will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This was not an easy decision for me, after lot of discussion with family and friends I have concluded that I shall move for forward for more challenging and better prospect in another company. I appreciate to all my colleagues and my boss for the immense support during my tenure in the company. I am thankful for the rich professional experience, training and knowledge got during my tenure during my association with the organization.

Request to convey who I have to handover my charges.

Thanks & regards,

Name of the employee