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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you very much for the opportunity to work in this company for a long tenure. I have enjoyed a lot and appreciate for the support from my seniors and all the colleagues. I am thankful for the rich experience got from this company. The knowledge and skills will certainly help throughout my professional career.

Request to know how to wrap up my duties and train other team members over few weeks. Please let me know if there’s anything else I can do to help during my transition in the organisation.

I wish the company and all the employees continued success and all the best for the future endeavour.

With the best regards,  
Name of the employee