Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To

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

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

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

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

Subject: Resignation from the services of the organization.

Dear Sir,

It is with great regret offering my resignation from my position as \_\_\_\_\_\_\_\_\_\_\_, at (Name of Company) \_\_\_\_\_\_\_\_\_\_, effective from today and my last date of working will be \_\_\_\_\_\_\_\_\_\_.

I would like to reunion with my family who are staying at my home town. It would be appreciated if you would provide me with a written reference to assist me in my transition.

I am prepared to assist my replacement, train and handover my responsibilities before my leaving to my home town.

I would like to thank all my team, colleagues and my seniors for their support and cooperation during my tenure in the organization.

Your Sincerely,

(Name of the employee)