

Date: _____

To,
The Manager,

Subject: Resignation Letter

Dear Sir/Madam,

I am writing to formally resign from my position as _____ at _____, providing _____ weeks/months notice as per my employment agreement. My last working day will be _____.

I appreciate the opportunities I have received during my tenure and thank you for the support and guidance provided to me. I am committed to ensuring a smooth transition during my notice period.

Please let me know if there is anything further I can do to assist in the transition process.

Yours sincerely,

(Signature)
Name: _____
Employee ID: _____
Designation: _____