

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: \_\_\_\_\_