

Your Name
Your Job Title
Company Name
Company Address
Date

To,
The Manager
Company Name

Subject: Resignation from the Position of [Your Position]

Dear Sir/Madam,

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day – typically after notice period]. This decision has not been easy, but after careful consideration, I believe it is the right step for my personal and professional growth.

I am grateful for the opportunities, support, and learning I have received during my time with the company. I will ensure a smooth transition of my responsibilities and assist in handing over tasks during my notice period.

Thank you for your understanding. I wish the organization continued success in the future.

Sincerely,
[Your Name]