

Business Letter Format for Resignation Class 12

[Your Name]
[Your Position/Title]
[Your Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Resignation Letter

Dear [Recipient's Name],

I am writing to inform you of my decision to resign from my position as [Your Position/Title] at [Your Company/Organization Name], effective [Last Working Day, typically two weeks from the date of the letter].

Please accept this letter as formal notice of my resignation in accordance with the terms of my employment contract. I have thoroughly considered my decision and believe that it is in the best interest of both myself and the company to pursue new opportunities.

I am grateful for the opportunities I have been given during my time at [Your Company/Organization Name]. I have enjoyed working with my colleagues and contributing to the success of the team. I am proud of the accomplishments we have achieved together.

I will do my best to ensure a smooth transition of my responsibilities before my departure. I am open to discussing this transition process further and am willing to assist in training my replacement or providing any necessary documentation to facilitate the transition.

I would like to take this opportunity to express my gratitude for the support and guidance I have received from you and the entire team. I have learned a great deal during my time here, and I am thankful for the experiences that have helped me grow both personally and professionally.

I wish [Your Company/Organization Name] continued success in the future. Please feel free to contact me at [Your Email Address] or [Your Phone Number] if you require any further information or assistance from me during this transition period.

Thank you for your understanding and support.

Sincerely,

[Your Name]