

Date: {DATE}

To,

[manager Name]

[Post of manager]

[company address]

Subject: Resignation from the post of [Your Post]

Respected Sir.

I [Your Name] (Employee Code-[Your Code]) working as [Your Post] in [Your department] at [company address] This is to inform you that, I would like to resign from my current position effective from date [Date]

I am very thankful to you for giving me an opportunity to work with esteemed organization. Also I am very thank full to all my seniors and colleagues for their supports and guideline during duties.

I request you to kindly accept my resignation letter and relieve me on or before [Date].

Please clear my dues and provide the experience letter.

I wish you and the company the very best going forward, and hope to stay in touch in the future.

Thanking You,

[Signature]

Yours sincerely,

[Your Name]

Employee Code-[CODE]