

[Mention the name of the sender]

[Mention the job title of the sender]

[Mention the full name of the entity]

[Mention the date]

To,

[Mention the full name of the recipient]

[Mention the job title of the recipient]

[Mention the full name of the entity]

Dear [Mention the full name of the recipient],

I wanted to drop you a line personally to let you know that I will be leaving [mention the name of the company or organization] organization on [mention the date of resignation].

I am sorry to go, but as you know, I am relocating to my hometown [mention the place of the home town]. As my aged parents want me to stay with them.

Their elongated illness is a matter to worry about and so I have to take care of them. I will start my new career and am looking to step on greener pastures over there. Before I leave, I want to thank you with all my heart.

As you were there to support me for all those years [put forward the time period] since I have joined [mention the date when the sender joined this company or organization]. I would not have done so well if you did not support me.

The journey as a game developer [put forward the name of the company or organization] was challenging and beautiful as well. I will never forget those days when we used to work together for overnights at the office.

My words are not enough to show you how sad I am feeling for leaving this company, especially for the people who work here. Please be in touch, you can

email me on [mention the email id] or else you can contact me on [mention the cell phone no.].

Thank you again and wish the company more success.

With regards,

[Mention the name of the sender with signature]

Game Developer at [Mention the name of the sender]

[Mention the mail ID or the contact number of the sender].