

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Designation]  
[Department/Organization Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as an Indian Administrative Service (IAS) officer, effective [last working day, typically two months from the date above].

This decision has not been an easy one, as my time in service has been both rewarding and fulfilling. However, due to [brief reason for resignation, e.g., personal reasons, health issues, opportunities elsewhere], I have decided to take this step.

I am grateful for the opportunities I've had to serve and contribute to [specific projects, departments, or initiatives]. I appreciate the support and guidance provided by my colleagues and superiors throughout my tenure.

I will ensure a smooth transition by [mention any steps you will take, such as completing ongoing projects or training a successor]. Please let me know how I can assist during this transition period.

Thank you once again for the support and invaluable experiences I've gained here. I look forward to staying in touch.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]