

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
The [Designation/Title]
[Department Name]
[Office Address]
[City, State, ZIP Code]
Subject: Resignation from the Post of [Your Job Title]
Dear [Recipient's Name],
I am writing to formally resign from my position as [Your Job Title] in
[Department Name], effective [Last Working Day, typically two weeks from
the date of the letter].
I have enjoyed working at [Department Name] and am grateful for the
opportunities I have had to contribute to our projects and initiatives. I
appreciate the support and guidance I have received during my time here.
Please let me know how I can assist during the transition and ensure a
smooth handover of my responsibilities.
Thank you for your understanding.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Employee ID (if applicable)]