

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Department/Unit]
NTPC [Location/Plant Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at NTPC, effective [Last Working Day, typically two weeks from the date above].

I have enjoyed my time working at NTPC and am grateful for the opportunities for professional and personal development provided to me during my tenure.

Please let me know how I can assist during the transition.

Thank you for your support and understanding.

Sincerely,

[Your Name]

[Your Employee ID if applicable]