

[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]