

Resignation Letter

Today's Date

Company Name
Company Address
City, State, Zip

Dear Employer Contact Name,

I (Your name and position in the company Name) would like to inform that I am going to resign from my Position Name due to reason (Got a new Job / not feeling well e.t.c) effective from (Number of Days / Month) from Current Date. I appreciate the chances you gave me during my period at Company Name. Please let me know what help you will require from me during the transfer period.

Thanking you,

You're Signature

You're Name