16/02/2017

The Managing Director

*(Company Name)*

*(Address if needed)*

**Letter of Resignation**

It is with much regret to notify you that I am resigning from my position as *(Position)* with *(Company name)* with effect from *(Date)*

I would like to present my sincere gratitude towards the opportunities that I have been given at *(Company name)* along with professional guidance and support which was provided by and *(Name of the director)* which resulted an enhanced growth in my career.

Kindly issue me the letter of a resignation acceptance/ service letter on or before *(Date).*

I wish you and the company the best of success in the future.

Yours Sincerely

………………………………………………

*(Name)*

*(NIC / Employee number)*